EMC® ApplicationXtender® Image Capture

6.5

User's Guide

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Preface

This document provides instructions on how to use ApplicationXtender Image Capture to scan and manage batches of ApplicationXtender documents. Image Capture also has Online Help that explains how to use the application.

As part of an effort to improve and enhance the performance and capabilities of its product lines, EMC periodically releases revisions of its hardware and software. Therefore, some functions described in this document may not be supported by all versions of the software or hardware currently in use. For the most up-to-date information on product features, refer to your product release notes.

If a product does not function properly or does not function as described in this document, please contact your EMC representative.

Audience

The information in this document is intended for administrators and users who are responsible for using ApplicationXtender Image Capture to scan and manage batches of ApplicationXtender documents.

Related documentation

Post-release information is contained in the *ApplicationXtender Release Notes*. This document is available at http://Powerlink.EMC.com. Refer to the web site periodically to view the latest Release Notes.

Related documents include:

- *ApplicationXtender Document Manager User's Guide*
- *ApplicationXtender Document Manager User's Quick Reference*
- *ApplicationXtender Core Components Administrator's Guide*
- *ApplicationXtender Image Capture Quick Reference*

All documents are in Adobe Acrobat Portable Document Format (PDF), and can be viewed by downloading and installing the Adobe Acrobat Reader. The Reader is available from Adobe at www.adobe.com. To install and use the Reader on the preferred platform, refer to the instructions on the Adobe web site.

Where to get help

EMC support, product, and licensing information can be obtained as follows.

Product information — For documentation, release notes, software updates, or for information about EMC products, licensing, and service, go to the EMC Powerlink website (registration required) at: http://Powerlink.EMC.com.

Technical support — For technical support, go to EMC Customer Service on Powerlink. To open a service request through Powerlink, you must have a valid support agreement. Please contact your EMC sales representative for details about obtaining a valid support agreement or to answer any questions about your account.

Chapter 1

Getting Started

This section contains instructions and information essential to getting started with ApplicationXtender Image Capture. It includes the following topics:

- Introduction to ApplicationXtender Image Capture, page 17
- Topic Summary, page 18
- Introduction to AppXtender and AppXtender Image Capture Concepts, page 18
- How Does AppXtender Image Capture Work with AppXtender?, page 23
- How Batches are Stored and Displayed in AppXtender Image Capture, page 26
- Selecting Data Sources, page 30
- Starting ApplicationXtender Image Capture, page 33
- AppXtender Image Capture Views, page 36
- AppXtender Image Capture Toolbars, page 38

Introduction to ApplicationXtender Image Capture

ApplicationXtender Image Capture (AppXtender Image Capture) is a batch scanning module integrated with ApplicationXtender® (AppXtender). AppXtender Image Capture allows you to store, retrieve, view, and process batches. Batches can be added one page at a time or many pages at a time. A Batch List for each application is shared between AppXtender Image Capture and AppXtender Document Manager so that AppXtender Image Capture users can add pages to batches in the list while AppXtender Document Manager users are creating indexed documents from other batches in the list.

While you are creating a batch or after a batch has been retrieved from the Batch List in ApplicationXtender Image Capture, you can adjust the display of the batch. Using the Print command, you can print or fax pages from AppXtender Image Capture. The Configuration dialog box in AppXtender Image Capture provides a way to configure several features that affect the way AppXtender Image Capture looks or performs.

Topic Summary

This section contains instructions and information essential to getting started with ApplicationXtender Image Capture. It includes the following topics:

- Introduction to AppXtender and AppXtender Image Capture Concepts, page 18 defines key terms that are used throughout the AppXtender system and this manual. Reviewing these concepts before working with AppXtender Image Capture will help you understand the terminology used in the AppXtender Image Capture and AppXtender Document Manager interfaces.
- How Does AppXtender Image Capture Work with AppXtender?, page 23 describes the AppXtender modules that are essential for AppXtender Image Capture users or for the AppXtender administrator who configures AppXtender Image Capture workstations. Each module serves a specific purpose.
- How Batches are Stored and Displayed in AppXtender Image Capture, page 26 lists and describes the types of files that can be stored and displayed in AppXtender Image Capture.
- Selecting Data Sources, page 30 describes how to specify multiple data sources for display in AppXtender Image Capture or AppXtender Document Manager.
- Starting ApplicationXtender Image Capture, page 33 describes how to start AppXtender Image Capture. It includes special instructions for the first time you start AppXtender Image Capture and the first time you start AppXtender Image Capture with a different scanner.
- AppXtender Image Capture Views, page 36 describes each of the AppXtender Image Capture views, which display batches, list applications, and allow you to add and retrieve batches.
- AppXtender Image Capture Toolbars, page 38 briefly describes each of the AppXtender Image Capture toolbar buttons.

Introduction to AppXtender and AppXtender Image Capture Concepts

The functionality of the ApplicationXtender® (AppXtender) system centers on a few key concepts. An understanding of these concepts helps you use AppXtender and ApplicationXtender Image Capture (AppXtender Image Capture) effectively.

Glossary of AppXtender and AppXtender Image Capture Terms

The AppXtender and AppXtender Image Capture terms listed in the following topics explain the AppXtender system and its functional components, such as the applications, documents, indexes, batches, and pages, and how they relate with each other.

Annotations

ApplicationXtender Image Capture allows you to add annotationsto the following page types:

- Images
- Text
- Portable Document Format (PDF) files

An annotation is a note or a shape added to a page, typically to focus attention on a particular part of the page. You can use annotations to comment on the contents of a page, block areas of the page from view, or highlight important information. When you create an annotation, it is associated with the batch page on which you created it. Annotations are edited and stored separately from the image, but they are displayed with the image. The types of annotations available include text, highlighting, lines, arrows, and shapes.

Applications

An application is the highest level of organization in AppXtender and AppXtender Image Capture. You store documents or batches in an application and retrieve documents or batches from an application.

The AppXtender system administrator creates applications through an AppXtender module called ApplicationXtender Application Generator (AppXtender AppGen). During application creation, the administrator names the application and sets up one or more index fields for the application.

Every time an AppXtender user stores a document in an application in AppXtender, the user must enter index information for that particular document into the index fields. AppXtender stores the index information in a database so users can search it later to retrieve documents.

However, when you store a batch in an application in AppXtender Image Capture, you do not enter index information. Instead, you simply give that batch a name. A batch is intended as a temporary container for scanned pages, from which an AppXtender user can later create indexed documents.

For more information about creating and managing applications in AppXtender AppGen, refer to the *ApplicationXtender Core Components Administrator's Guide*.

Batches

A batch is a file or group of files stored in an application and identified by a batch name. Each page of a batch is a single object, such as a scanned image file or a word processing document. You create a batch by adding an object to an application and entering a batch name. You can then add additional objects as additional pages of the same batch.

A batch can be as small as one page, or can contain thousands of pages. You can store different types of data as pages within one batch. For instance, a hospital patient's batch could primarily contain a patient's scanned admission forms. After those forms have been scanned into the batch, you can import a doctor's report in Microsoft Word format and an x-ray into the batch as new pages. A batch can contain any combination of objects. For more information on the types of files that can be

stored in AppXtender Image Capture, see How Batches are Stored and Displayed in AppXtender Image Capture, page 26.

When you store a batch in an application, you must enter a batch name. To retrieve the batch later, you display a Batch List and select the batch name from the list. You can process (print or fax) pages within a batch individually in AppXtender Image Capture. If you have the proper security privileges, you can modify batches in AppXtender Image Capture at any time.

Batch Storage Locations

The batch files (for example, scanned images, text files, other objects, and so on) are stored in a directory designated by the administrator as an application's document write path. AppXtender applications can be configured to store batches to any storage device that can be mapped by the AppXtender workstation (such as network file server, local hard disk, erasable and WORM optical media, and so on).

You can also temporarily store batches to a local hard drive and then use the Move Online utility to automatically move them to the network storage location for the AppXtender application. Scanning locally can reduce network overhead. However, while batches are stored locally, they are not accessible to other users for indexing. Once the batches are moved to the network storage location, they are accessible to AppXtender users for indexing. For more information on scanning locally and moving batches online, see Appendix A, Move Online.

Database

A database is a collection of data tables of a particular database format (such as Oracle or Microsoft SQL Server). AppXtender uses databases to store application information. When an application is created, details such as the field definitions and security information are stored in database tables. When you create a batch in AppXtender Image Capture, the batch name is stored in the batch table, with a pointer to the location of the batch.

Data Source

A data source is the means by which AppXtender Image Capture accesses data from a database. When a data source is defined, an OLE DB data provider is configured to access the database. All of the following characteristics in combination – where the data is stored, the format of the data stored, and the data provider used to access the data – make up the data source. To access AppXtender applications in AppXtender Image Capture, you connect to the data sources for the databases where the AppXtender applications are stored.

Documents

A document is a file or group of files stored in an application and identified by index information in AppXtender. Each page of a document is a single object, such as a scanned image file or a

word processing document. An AppXtender user creates a document by adding an object to an application and entering index information in AppXtender. The user can then add additional objects as additional pages of the same document. Within AppXtender, users can open batches that were created in AppXtender Image Capture and can use the contents of the batch to create documents. When an AppXtender user creates a document from an AppXtender Image Capture batch, the user indexes the document.

A document can be as small as one page, or can contain thousands of pages. AppXtender users can store different types of data as pages within one document. For instance, a hospital patient's document could include a patient's scanned admission forms, a doctor's report in Microsoft Word format, and an x-ray. A document can contain any combination of objects.

When an AppXtender user stores a document in an application in AppXtender, the user must enter information for each of the document's index fields. The information acts as a label for the document, and because the information is stored in a database, the user can search for that "label" to retrieve the document.

To retrieve the document later, the user searches for the record of index information entered to identify the document. When the user makes a search request in ApplicationXtender, all records of index information containing a match with the information requested appears in the result set.

For more information about creating, viewing, and managing documents in AppXtender, refer to the *ApplicationXtender Document Manager User's Guide*.

Indexes

An AppXtender index is a group of fields where information that describes a document is stored. When an AppXtender user stores a document in an application, the index values that the user enters identify the document.

The index allows AppXtender users to organize stored documents efficiently. Documents can be stored in AppXtender in random order, and yet can still be easily retrieved, because every document stored has an index record attached to it. AppXtender users can search all stored index values for an application and retrieve relevant documents.

For more information about indexing and retrieving documents in AppXtender, refer to the *ApplicationXtender Document Manager User's Guide*.

KeyView Viewer®

The KeyView Viewer allows you to view the content of some foreign files in AppXtender Image Capture. The major benefit of the KeyView Viewer is that a third-party viewer, such as Microsoft Word, is no longer needed to display the content of the files. As soon as the content of the file is displayed, you can launch its native software program from the Page menu so that you can edit the file.

Pages

The word "page" typically implies a single entity. However, because AppXtender and AppXtender Image Capture support multiple object types, a page is defined as a single object. A very long word processing file is a page to AppXtender or AppXtender Image Capture. A page could also be, for example, a single scanned image, a 30-minute video clip, or an audio recording.

When you create a batch in AppXtender Image Capture, the object added as the new batch is the first page of that batch. Other pages can be added to the batch at any time in AppXtender Image Capture. You can also print, fax, or delete pages at any time. Up to 250,000 pages can be attached to a batch, and a page may come from one of many different types of sources.

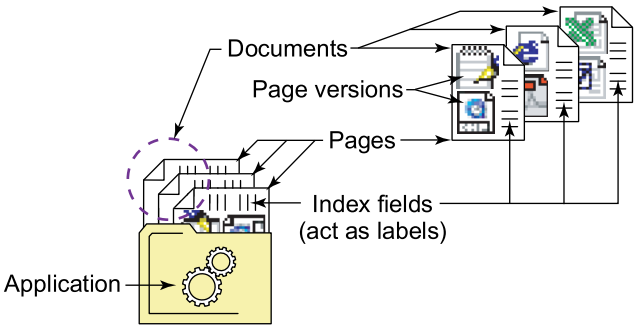
Redactions

You can use redactions to secure or hide portions of image and text pages. Redactions are annotation shapes that are filled and opaque. You can apply redaction to all available shapes: freehand lines, straight lines, arrows, rectangles, rounded rectangles, and ovals. When applied, the area of the page behind the redaction is not visible.

How is Content Organized in AppXtender and AppXtender Image Capture?

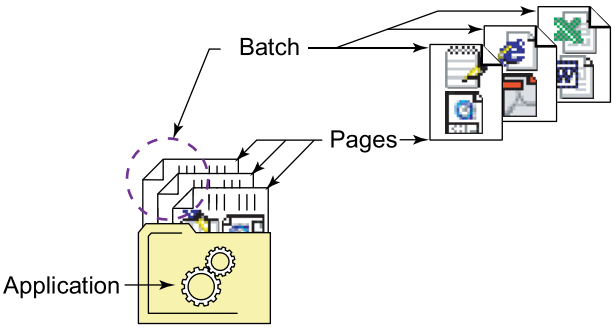
The highest level of organization in AppXtender is the application, which is designed by the AppXtender system administrator. Applications contain documents (and batches). Each document has one or more index fields, which act as labels for the document. Documents consist of one or more pages. Pages, in turn, consist of one or more page versions.

Figure 1. Organization of Content in AppXtender



The application is also the highest level of organization in AppXtender Image Capture. In AppXtender Image Capture, however, you can access only batches (rather than batches and documents). A batch is intended as a temporary container for scanned pages, from which an AppXtender user can later create indexed documents. Each batch has a batch name, rather than index fields. Batches are intended primarily for scanned images, but you can also import several other file types into batches.

Figure 2. Organization of Content in AppXtender Image Capture



How Does AppXtender Image Capture Work with AppXtender?

ApplicationXtender Image Capture (AppXtender Image Capture) is a scanning module integrated with ApplicationXtender (AppXtender). Batches are scanned in AppXtender Image Capture and then released to AppXtender for indexing. Each page in a batch can be used to create a document or can be added to an existing document in AppXtender.

The AppXtender Image Capture interface is based on the AppXtender interface, so that you can start working immediately if you are familiar with AppXtender. AppXtender Image Capture contains only the features of AppXtender that are needed for scanning batches of images into the AppXtender system.

AppXtender Image Capture allows you to store, retrieve, view, and process batches. Batches and pages can be added one at a time, or can be imported many at a time. A Batch List for each application is shared between AppXtender Image Capture and AppXtender. This means AppXtender Image Capture users can add pages to batches in the list while AppXtender users are creating indexed documents from other batches in the list.

Once a batch has been retrieved from the Batch List in AppXtender Image Capture, you can adjust the display of the batch. You can print or fax (using the Print command) pages from AppXtender Image Capture. The Configuration dialog box in AppXtender Image Capture provides a way to configure several features that affect the way AppXtender Image Capture looks or performs.

AppXtender has several components, or modules, each of which performs a specific function within the AppXtender system. Some AppXtender modules are essential for ApplicationXtender Image Capture users or for the AppXtender administrator who configures AppXtender Image Capture workstations. For more information, see the following topics:

- ApplicationXtender Image Capture on the Network, page 24
- License Server, page 25
- Data Source Selector, page 26
- ApplicationXtender Application Generator, page 26

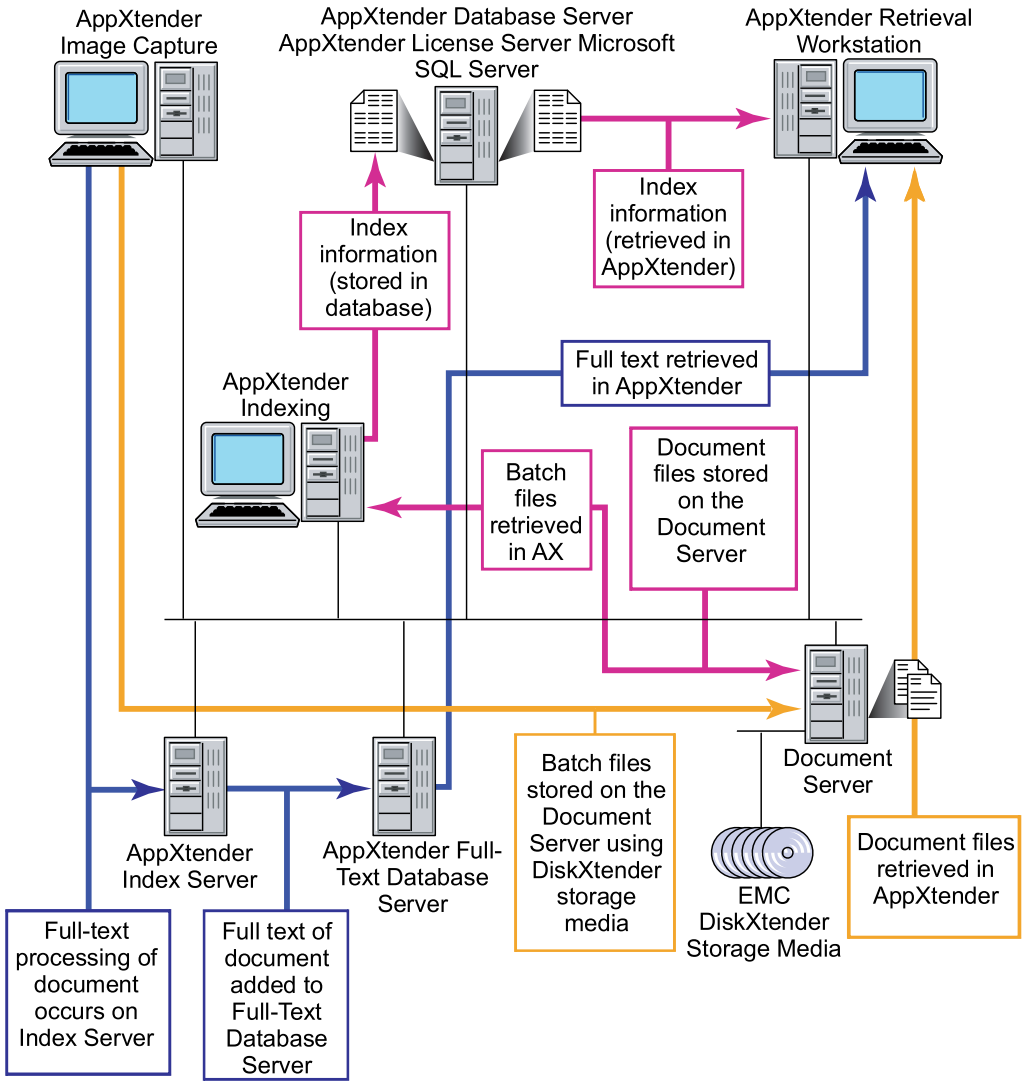
ApplicationXtender Image Capture on the Network

The modules that make up AppXtender, the files that you store and manage through AppXtender and AppXtender Image Capture, and the database used by AppXtender and AppXtender Image Capture can all be located on separate computers across a network to increase performance. When you store a batch to AppXtender Image Capture, you are probably storing it to a location on the network rather than onto a local computer. When an AppXtender user later uses that batch to create indexed documents, the database that is used to store index information is also probably on a server somewhere on the network.

However, from your perspective as a user of AppXtender Image Capture, database location and batch storage location are relatively unimportant. The benefit of AppXtender Image Capture to you as a user is that you do not have to decide where to store batches or remember where to go to locate them. You simply open the Batch List and select an AppXtender application to find the batches you want, and AppXtender Image Capture knows where to go to retrieve them.

Here is an example of how AppXtender Image Capture batch storage, indexing, AppXtender document storage, and retrieval might be set up in an office environment:

Figure 3. Example of How Batches are Stored in AppXtender Image Capture, Indexed as Documents in AppXtender, and Retrieved in AppXtender


AppXtender Image Capture
AppXtender Database Server
AppXtender License Server Microsoft SQL Server
AppXtender Retrieval Workstation
Index information (stored in database)
Index information (retrieved in AppXtender)
Full text retrieved in AppXtender
AppXtender Indexing
Batch files retrieved in AX
Document files stored on the Document Server
Document Server
AppXtender Index Server
AppXtender Full-Text Database Server
Batch files stored on the Document Server using DiskXtender storage media
EMC DiskXtender Storage Media
Document files retrieved in AppXtender
Full-text processing of document occurs on Index Server
Full text of document added to Full-Text Database Server

To understand how your particular AppXtender system works, you may want to consult your AppXtender system administrator to find out what functionality is configured for your workstation, what AppXtender data sources are configured for you, and what functions you have rights to perform in AppXtender Image Capture. Having an understanding of what functions are available to you will help you to better understand how you can use AppXtender Image Capture.

License Server

AppXtender uses one central License Server to monitor licensing for AppXtender and AppXtender Image Capture workstations. The License Server is a central computer that manages licensing for all ApplicationXtender products. For information on using the License Server, refer to the "Licensing ApplicationXtender Products" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Data Source Selector

The Data Source Selector allows you to select or add new data sources, modify the configuration of data sources, as well as switch between existing data sources. If there are multiple data sources configured in the Data Source Selector, you can designate multiple data sources to be viewed within AppXtender Image Capture. This allows you to view applications from all applicable data sources during a single AppXtender Image Capture session. For information on using the Data Source Selector, see Selecting Data Sources, page 30.

ApplicationXtender Application Generator

ApplicationXtender Application Generator (AppXtender AppGen) provides access to many administrative functions. In AppXtender AppGen, applications can be created, modified, purged of index information, or deleted. Security settings for AppXtender and AppXtender Image Capture functions and AppXtender documents are configured and managed in AppXtender AppGen. In addition, administrators can use the Audit function in AppXtender AppGen to track activity within the AppXtender system. For example, the creation and deletion of batches can be tracked if you enable audit trails for those items.

For more information on AppXtender AppGen, consult your AppXtender system administrator or refer to the *ApplicationXtender Core Components Administrator's Guide*.

Move Online

This component allows you to move scanned batches from a local scan storage area to the primary document write paths for the relevant applications. Move Online can help you to reduce network traffic during peak times.

You can configure ApplicationXtender Image Capture (AppXtender Image Capture) to store scanned batches locally. After you have finished scanning batches locally, you can use Move Online to move all of the locally stored batches to the document write paths for their respective applications. AppXtender tracks the locations of the batches and places them in the proper write paths. Appendix A, Move Online describes how to move scanned batches from a local scan storage area to the primary document write path for the appropriate application.

How Batches are Stored and Displayed in AppXtender Image Capture

You can store any type of file in ApplicationXtender Image Capture (AppXtender Image Capture). Depending on the file type, AppXtender Image Capture stores the file as a supported file type such as image or text, or as an unsupported file type such as foreign or OLE. When files are created in AppXtender Image Capture, AppXtender Image Capture verifies the file type and then stores the file as the identified type (such as image, text, or foreign file format).

Many of the functions available in AppXtender Image Capture are file-type dependent. Because AppXtender Image Capture is geared toward providing access to as many useful functions as possible, features are provided that can be used to work with particular file types. However, these functions are frequently not available when you are working with other file types.

A good example of this is the Enhance Image function. If you are scanning an image of an invoice, for example, it might be very helpful to use image enhancement to clean up the image during scanning and make it easier to read. However, when you are working with a Microsoft Word document stored as a foreign file, image enhancement is not available (because it would not be of any use with the Microsoft Word document).

AppXtender Image Capture has the capability to display file types in a variety of ways. The content of supported file types can be displayed in the Batch Display view. Depending on your AppXtender Image Capture configuration, an unsupported file type can be displayed as an icon representing a foreign file, through KeyView Viewer support, or in its native application in the Batch Display view.

Note: Access to AppXtender Image Capture functionality is dependent on the rights granted in your AppXtender user profile. For more information on your user privileges in AppXtender Image Capture, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

The following topics discuss how AppXtender Image Capture stores different types of files and give a brief overview of the functions available for files stored in each format:

- Supported Files, page 27
- Unsupported Files, page 29

Supported Files

Supported files are files that are natively supported in AppXtender Image Capture. Supported file types include: image files (TIFF, GIF, Bitmap, PCX, DCX, JPEG, and TGA files, for example), Hypertext Markup Language (HTML) files, and Rich Text Format (RTF) files. The following topics describe the AppXtender Image Capture-supported files:

- Image Files, page 27
- Text Files, page 28
- Rich Text Format (RTF) Files, page 29
- Hypertext Markup Language (HTML) Files, page 29
- Portable Document Format (PDF) Files, page 29

Image Files

AppXtender Image Capture has the ability to store image files in their native format or in a different format supported by AppXtender Image Capture. Image files contain graphic data. AppXtender Image Capture displays image files in their stored format. Depending on the image storage format, black and white files and 4/8-bit color files can be displayed in their native format as well as TIFF or Windows bitmap files. True color files can be displayed in their native format as well as TIFF,

Windows bitmap, or JPEG files. If you store images using the JPEG format, you can configure the level of compression of the images through AppXtender Image Capture.

By default, AppXtender Image Capture stores images in their native format (for example, a TIFF file is stored as TIFF). When you choose to store an image type (black and white, 4/8-bit color, or true color) in a specific image format, AppXtender Image Capture ignores the original format and stores all images of that type in that format.

You add images to AppXtender Image Capture by scanning in paper documents or by importing them. You can add annotations, enhance the image quality (while scanning), and adjust the display of the image in many ways to allow optimal viewing of the image. You can also print or fax an image page. You can view page information for image pages in AppXtender Image Capture. Batch view properties are also available for image pages, allowing you to change display settings from the Batch Display view.

Text Files

AppXtender Image Capture can store text files in ASCII, EBCDIC, and EBCDIK formats. Text files can be added to AppXtender Image Capture by importing them.

Note: By default, text files are added to AppXtender Image Capture as foreign files. By associating the .TXT extension with the text file type on the File Types tab in the AppXtender Image Capture Configuration dialog box, you can cause text files to be supported in their native text format. For more information on configuring the File Types tab, consult your AppXtender system administrator or refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

You can add annotations and adjust the display of the image in many ways to allow optimal viewing of the image. You can also print or fax a text page. You can view page information for text pages in AppXtender Image Capture. Batch view properties are also available for text pages, allowing you to change display settings from the Batch Display view.

The following table provides an explanation of each supported text format.

Table 1. Batch Storage Format for Text Files

Code	Description
ASCII	ASCII stands for the American Standard Code for Information Interchange. This character set is used on most PCs, Macintoshes, and other desktop computers. A report generated on a desktop computer is likely to be in an ASCII format.
EBCDIC	EBCDIC stands for Extended Binary Coded Decimal Interchange Code. This character set is used on IBM mainframes. A report generated on an IBM mainframe will be in EBCDIC format.
EBCDIK	EBCDIK is the Japanese variation on EBCDIC. This character set is used on IBM mainframes manufactured in Japan. A report generated on a Japanese IBM mainframe will probably be in EBCDIK format.

Rich Text Format (RTF) Files

AppXtender Image Capture stores RTF files in their native format. You can print or fax an RTF page. Page information and batch view properties are not available for RTF files.

RTF files are displayed in their native format. The contents of the RTF file appears in the Batch Display view, even if you do not have the KeyView Viewer enabled for foreign files. Because RTF is natively supported in AppXtender Image Capture, the KeyView Viewer is not required to view file contents.

Hypertext Markup Language (HTML) Files

HTML files are files written in the language used for display on the World Wide Web. A Web page is typically in HTML format. AppXtender Image Capture stores HTML files in their native format. The content of the HTML file appears in the Batch Display view. You can print or fax an HTML page. Page information and batch view properties are not available for HTML files. You can launch the file to view it in a standard Web browser.

Portable Document Format (PDF) Files

PDF files are files in a proprietary Adobe format. AppXtender Image Capture stores PDF files in their native format.

PDF files are displayed in their native format. The contents of the PDF file appears in the Document Display window, even if you do not have the KeyView Viewer enabled for foreign files. Because PDF is natively supported in AppXtender Image Capture, the KeyView Viewer is not required to view file contents.

You can add annotations and adjust the display of the PDF file in many ways to allow optimal viewing. Batch view properties are available for PDF files. You can also perform some of the export functions (such as printing and faxing). While using these export functions, you may be able to hide annotations on a PDF file, depending on the privileges assigned to your user account.

Unsupported Files

Unsupported files are stored in AppXtender Image Capture in their native format. Unsupported files include foreign files and OLE files. When you add a file of an unsupported type to AppXtender Image Capture, it is added as a foreign file, unless you have configured the file's extension on the File Types tab on the AppXtender Image Capture Configuration dialog box. For example, if you have mapped the DOC extension to the Embedded Object file type on the File Types tab, when you import a file with the DOC extension into AppXtender Image Capture, it is added as an OLE object. For more information on configuring the File Types tab, consult your AppXtender system administrator or refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

For more information, see the following topics:

- Foreign Files, page 30
- OLE Objects, page 30

Foreign Files

When you import a file that is not natively supported in AppXtender Image Capture, AppXtender Image Capture stores that file as a foreign file. All files other than TIFF, Windows bitmaps, JPEG, TGA, GIF, PCX, DCX, RTF, and HTML are stored in AppXtender Image Capture as foreign files. AppXtender Image Capture stores foreign file types in their native file format.

You can print or fax a foreign file page. You can view page information for foreign files in AppXtender Image Capture. Batch view properties are also available for foreign files. If you would like to view a foreign file, you can launch the foreign file in its associated source application to do so.

You can choose how to display foreign files in the AppXtender Image Capture Batch Display view. If you enable the KeyView Viewer in AppXtender Image Capture Configuration, the content of foreign files that are supported under KeyView appear in the view. If you do not enable the KeyView Viewer, foreign files appear as icons in the Batch Display view.

Note: If the KeyView setting is enabled *and* Microsoft Office is installed on the computer, AppXtender Image Capture automatically displays supported Microsoft Office 2003 and 2007 documents in a native Office embedded window inside the Batch Display view. Refer to Embedded Office Viewer File Support, page 85 for more information.

For a list of the foreign files that can be viewed using the KeyView Viewer feature, see ApplicationXtender Web Access KeyView Component File Support, page 83.

OLE Objects

If you have mapped an extension to the Embedded Object file type on the File Types tab, when you import a file with that extension into AppXtender Image Capture, AppXtender Image Capture uses Object Linking and Embedding (OLE) to embed the file in AppXtender Image Capture. The content of the object appears in the AppXtender Image Capture Batch Display view. AppXtender Image Capture stores OLE objects in their native file format. For more information on configuring the File Types tab, consult your AppXtender system administrator or refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

You can print or fax an OLE object page. You can view page information for OLE objects in AppXtender Image Capture. Batch view properties are also available for OLE objects.

Selecting Data Sources

A data source is the means by which ApplicationXtender Image Capture stores data to a database. Multiple data sources can be viewed simultaneously within AppXtender Image Capture. In this way,

you can access applications located on many different data sources during a single AppXtender Image Capture session, provided you have security rights to access those data sources.

This topic describes how to specify multiple data sources for display in AppXtender Image Capture or AppXtender, and how to specify a default data source for the Move Online module. For information on data source creation and configuration, consult your AppXtender system administrator or refer to the "AppXtender Data Sources" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Note: You can save data source settings (which data sources are default and which are selected) to a file, along with other AppXtender workstation settings. Also, if you have such a saved settings file, you can load the data source settings from that file. For instructions, refer to the *ApplicationXtender Core Components Administrator's Guide*.

Caution: All of the settings that you enter in the Data Source Selector are stored in **`C:\Documents and Settings\All Users\Application Data\XSCM.CONFIG`**. Do not edit the contents of the **`XSCM.CONFIG`** file.

Specifying Multiple Data Sources

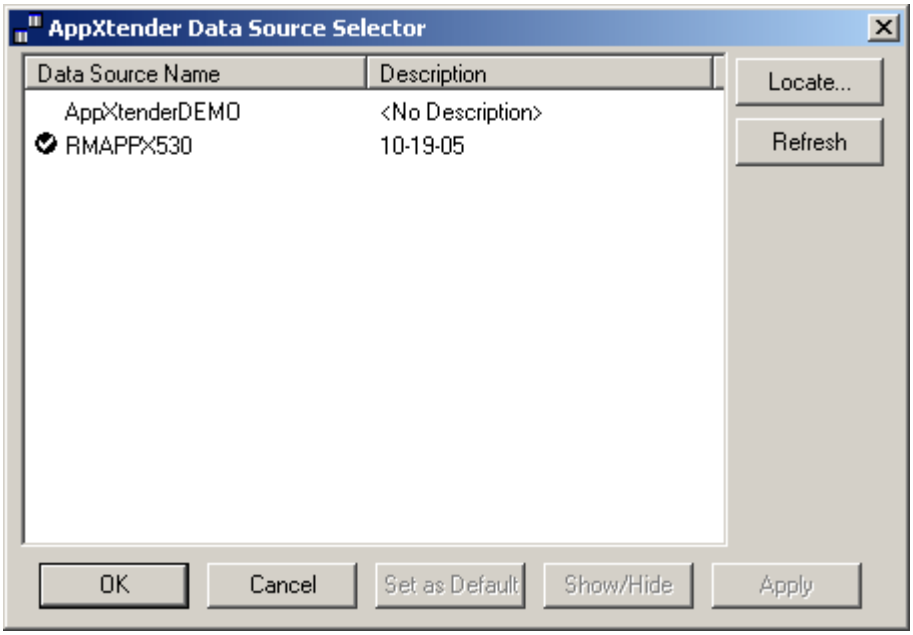
If you have multiple data sources configured in the Data Source Selector, you can designate multiple data sources to be viewed within AppXtender Image Capture. This allows you to view applications from all applicable data sources during a single AppXtender Image Capture session.

Note: Even if multiple data sources are designated for viewing within AppXtender Image Capture, only the data source designated as the default data source can be edited using Move Online, AppXtender AppGen, or the import wizards.

To configure multiple data sources to be viewed in AppXtender Image Capture:

1. From the Windows Start menu, select Programs> ApplicationXtender Desktop>Data Source Selector. The AppXtender Data Source Selector dialog box appears.

Figure 4. AppXtender Data Source Selector Dialog Box



2. Select the data source that you want to use as the default (this is the data source opened by Move Online) and click Set as Default. A white check mark within a black background ( ) appears next to it.
3. Select the data source that you want to be viewable within AppXtender Image Capture (in addition to the default data source) and click Show/Hide. A black check mark with no background ( ) appears next to it.
4. Repeat the previous step for each additional data source you want to be accessible within AppXtender Image Capture.
5. Click OK or Apply. (OK saves your changes and closes the dialog box. Apply saves your changes without closing the dialog box.) The next time you launch AppXtender Image Capture, all data sources that you marked with check marks are accessible.

Specifying a Default Data Source

The Data Source Selector allows you to set a data source as default. This setting determines which data sources are in use for Move Online.

To set a data source as default:

1. From the Windows Start menu, select Programs> ApplicationXtender Desktop> Data Source Selector. The AppXtender Data Source Selector dialog box appears.
2. Double-click the data source that you want to set as default. A white check mark within a black background ( ) appears next to the data source.
3. Click OK or Apply. (OK saves your changes and closes the dialog box. Apply saves your changes without closing the dialog box.)

Note: You must specify a data source as default before you can close the AppXtender Image Capture Data Source Selector dialog box.

Starting ApplicationXtender Image Capture

ApplicationXtender Image Capture (AppXtender Image Capture) is a scanning module integrated with ApplicationXtender (AppXtender). Batches are scanned in AppXtender Image Capture and then released to AppXtender for indexing.

Like AppXtender, AppXtender Image Capture is password protected, which means that it monitors each user's activity and allows or denies access to certain information and functions based on that user's assigned privileges. Only four AppXtender privileges are necessary for functions in AppXtender Image Capture:

- The Batch Scan privilege is the most essential privilege for an AppXtender Image Capture user. This privilege is required for a user to create or display batches.
- The Print privilege allows users to print or fax pages in AppXtender Image Capture.
- The Configure WS privilege allows users to view all the tabs on the AppXtender Image Capture Configuration dialog box, rather than just the View, Display, and Scan tabs.
- The AppXtender Administrator privilege allows users to reset a batch. (Only administrative users should have this privilege.)

The system administrator assigns privileges to a user's account. AppXtender and AppXtender Image Capture have varying levels of security, from initial login to document level.

The administrator can assign full system rights for all applications or different rights from one application to another. For example, a user may have full privileges for the "Purchase Orders" application, but only the Batch Scan privilege for the "Human Resources" application. Each user account is driven by the user name and password, making this information required when logging into the system.

If you do not have an assigned user name and password, consult your AppXtender system administrator to obtain an AppXtender user account. If you cannot perform a particular AppXtender Image Capture function, consult the system administrator to verify your security privileges, or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Note: Your login procedure can vary depending on whether you have logged in before and depending on the security provider in use for the current data source. For information, see Variations on Login Procedures, page 34.

To start AppXtender Image Capture:

1. From the Windows Start menu, select Programs> ApplicationXtender Desktop> AppXtender Image Capture. The Login dialog box appears.
2. In the User Name text box, enter a user name that is valid for the active data source.
3. In the Password text box, enter your password.
4. If you are the only person using AppXtender Image Capture on this workstation, you can select the Remember password option to enable it.

Note: The Remember password option is only available if it has been enabled for AppXtender Image Capture for your AppXtender workstation. If the Remember password option is selected, AppXtender Image Capture remembers the user name and password. All subsequent logins bypass the Login dialog box. For information on disabling this feature, see New Login, page 35.

5. Click Login. If the correct information has been entered, AppXtender Image Capture starts. For more information about built-in security in AppXtender Image Capture, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

The status bar indicates whether a scanner is detected.

Variations on Login Procedures

The variations in login procedures depend on whether you have logged in before and depend on the security provider in use for the data source. The following table describes each variation:

Table 2. Variations in Login Procedures

Variation	Description
If this is the first time you are starting AppXtender Image Capture (or if you have connected a different scanner to the computer)	Before you start AppXtender Image Capture, install and load the appropriate scanner driver on the Scanning workstation. For information, consult your AppXtender system administrator or refer to the "Planning Your ApplicationXtender Installation" chapter of the *ApplicationXtender Installation Guide*. After you click Login, you must select the correct scanner type for the workstation. This step is necessary to allow you to begin scanning. For instructions, see Selecting a Scanner, page 46.
If the current data source is using the CM security provider	Passwords are *not* case-sensitive.
If the current data source is using the Windows security provider	When you attempt to start XtenderSolutions software, your current Windows user account is checked for authentication and authorization. Depending on your profile, you might be automatically logged into the software without a Login dialog box. If you want the Login dialog box to appear, press [Shift] while you attempt to start the software and until the Login dialog box appears. You must precede the user name with a domain and a backslash. For example, typing CM\axadmin indicates the "axadmin" user on the "CM" domain.

Variation	Description
	Passwords *are* case-sensitive.
If the current data source is using a directory service security provider	Depending on configuration in the LDAP directory service and in AppXtender Admin, you may need to specify user account information in multiple parts, separated by backslashes (\). The administrator who configures directory services in AppXtender Admin should distribute appropriate login instructions. For instructions on configuring directory services in AppXtender Admin, refer to the *ApplicationXtender Core Components Administrator's Guide*. Passwords *are* case-sensitive.
If the Remember Password option has been enabled in AppXtender or AppXtender Image Capture	You are automatically logged in using your current user name and the same logon type that had been selected the last time.

New Login

AppXtender Image Capture allows you to log into AppXtender Image Capture as another user during your active session. For example, when a system administrator wants to make a change to a setting on the AppXtender Image Capture Configuration dialog box and uses the workstation that Bob is logged into, he can select New Login from the File menu and log in as SYSOP. After he makes a change, he can select New Login from the File menu again and log back in as Bob.

Note: If your workstation has been configured to remember a user's password for faster startup, keep in mind that logging in as a new user disables the remember password feature.

Note: Your login procedure may vary depending on the security provider in use for the current data source. For information, see Variations on Login Procedures, page 34.

To log in as a new user:

1. From the File menu, select New Login. The Login dialog box appears.
2. In the User Name text box, enter a user name that is valid for the active data source.
3. In the Password text box, enter your password.
4. Click Login. If the correct information has been entered, AppXtender Image Capture restarts using the new user name and password. For more information about the built-in security in AppXtender Image Capture, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Logging into Multiple Data Sources

If multiple data sources have been configured using the AppXtender Data Source Selector, you can now access them all from the AppXtender Image Capture interface. In this way, you can access applications located on many different data sources during a single AppXtender Image Capture session. By default, you are logged into only one data source. To log into other data sources available in the Applications view, use the following procedure.

Note: Your login procedure may vary depending on the security provider in use for the current data source. For information, see Variations on Login Procedures, page 34.

To log into another data source:

1. Log into AppXtender Image Capture. The AppXtender Image Capture interface appears, with a list of available data sources located within the Applications view.
2. You are automatically logged into the active data source (the active data source appears in bold type, with applications expanded, in the data source list).
3. Right-click the data source you want to log into. From the shortcut menu that appears select Login. The Login dialog box appears for the selected data source.

   Note: As an alternative to right-clicking the data source and selecting Login, you can click the plus (+) sign located to the left of the data source.
4. In the User Name text box, enter a user name that is valid for the selected data source.
5. In the Password text box, enter your password.
6. If you are the only person that uses AppXtender on this workstation, you can select the Remember password option to remember your password when you log in.

   Note: The Remember password option is only available if it has been enabled for your AppXtender workstation. If the Remember password option is selected, AppXtender remembers the user name and password. All subsequent logins bypass the Login dialog box. For information on disabling this feature, see New Login, page 35.
7. Click Login to log into the data source.

AppXtender Image Capture Views

The AppXtender Image Capture desktop consists of many views or windows that you can customize to fit your preferences. The views can be set to hidden or active and are dockable.

Applications View

The Applications view contains a tree structure, listing data sources, and applications.

To show or hide the Applications view:

- From the View menu, select Applications.

To show or hide the list of applications:

1. In the Applications view, right-click the name of the data source. A shortcut menu appears.
2. You have the following choices:
   - If you want to show the list of applications, click Expand.
   - If you want to hide the list of applications, click Collapse.

To activate an application and its data source:

- Double-click the application name in the Applications view.

The active application and its data source are in bold in the Applications view.

Batch Display View

The Batch Display view allows you to view a stored batch after you have retrieved it or a new batch while you are scanning into it.

To display an existing batch in Batch Display view:

1. From the Batch menu, select List. The Batch Scan dialog box appears.
2. In the Batches for application drop-down list, select the application that contains the batch that you want to display. A list of batches in the selected application appears in a table.

   Note: This procedure is just an overview of the interface. If you are reading this procedure to become more familiar with AppXtender Image Capture, you might not have batches to work with yet. For information on adding new batches, see Chapter 3, Creating Batches.
3. Double-click the row for the batch that you want to display. The Batch Scan dialog box closes and the selected batch appears in Batch Display view. For more information on displaying stored batches, see Displaying a Batch, page 81.

You can use the pointer to manipulate the displayed batch in several ways, depending on the current pointer mode. In pan mode, you can drag the image in the view to see more of it. In selection mode, you can select a region of the image and implement several commands on that region.

To switch between pan mode and selection mode:

- Click the Pan Mode button on the Image toolbar.

Figure 5. Pan Mode Button

AppXtender Image Capture Toolbars

ApplicationXtender Image Capture (AppXtender Image Capture) has three different toolbars. These toolbars provide shortcut buttons for the most frequently used AppXtender Image Capture commands. When the mouse pointer is held over a toolbar button, a description of the button's function is displayed as a tool tip and in the status bar.

Each toolbar can be displayed, customized, or hidden, depending on your preference. For information on displaying, customizing, or hiding a toolbar, see Configuring Toolbars, Title Bar, and Status Bar, page 52.

Each toolbar is described in one of the following topics:

- Main Toolbar, page 38
- Annotation Toolbar, page 39
- Image Toolbar, page 41
- Scan Toolbar, page 42

Main Toolbar

The Main toolbar contains buttons that allow the user to access the essential functions of AppXtender Image Capture.

Figure 6. ApplicationXtender Image Capture Main Toolbar

The following table describes each button on the ApplicationXtender Image Capture Main toolbar:

Table 3. ApplicationXtender Image Capture Main Toolbar Buttons

Button	Function	For More Information, See
	The Applications View button shows or hides the Applications view.	Applications View, page 36
	The Print button prints the currently displayed page.	Printing or Faxing Pages and Regions, page 119
	The Cut button cuts the displayed page to the Windows Clipboard.	Cutting Pages, page 122
	The Copy button copies the displayed page to the Windows Clipboard.	Copying Pages, page 121
	The Paste button adds a new page to the displayed batch from the contents of the Windows Clipboard.	Adding a Page from the Windows Clipboard, page 89

Button	Function	For More Information, See
	The Configuration button opens the AppXtender Image Capture Configuration dialog box.	Opening the AppXtender Image Capture Configuration Dialog Box, page 60
	The Tile Vertically button tiles windows (such as Batch Display view and Applications view windows) vertically.	Tile, page 95
	The Tile Horizontally button tiles windows (such as Batch Display view and Applications view windows) horizontally.	Tile, page 95
	The Cascade Windows button cascades windows (such as Batch Display view and Applications view windows).	Cascade, page 95
	The Select Scanner button opens the Select Scanner dialog box.	Selecting a Scanner, page 46
	The Scan Batch toolbar button opens the ApplicationXtender Image Capture dialog box, which allows you to begin scanning a batch into the active application.	Creating a Batch By Scanning, page 70

Annotation Toolbar

The Annotation toolbar allows you to add annotations to your batch pages. All of the functions on the Annotation toolbar can also be accessed from the Annotate menu.

Figure 7. ApplicationXtender Image Capture Annotation Toolbar

This topic briefly explains each Annotation toolbar button. For more information on annotating a page, see Chapter 5, Annotations.

Note: Only users with appropriate privileges can access features in the Annotations menu and toolbar. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Table 4. ApplicationXtender Image Capture Annotation Toolbar Buttons

Button	Function
	Allows selection of annotations (toggle). For information, see Modifying Annotation Settings, page 146.
	Creates a text annotation. For information, see Creating a Text Annotation, page 133.
	Creates a highlight annotation. For information, see Creating a Highlight Annotation, page 139.
	Creates a freehand line annotation. For information, see Creating a Basic Line Annotation, page 136.
	Creates a straight line annotation. For information, see Creating a Basic Line Annotation, page 136.
	Creates an arrow annotation. For information, see Creating a Basic Line Annotation, page 136.
	Creates a rectangular annotation. For information, see Creating a Basic Shape Annotation, page 138.
	Creates a rounded rectangular annotation. For information, see Creating a Basic Shape Annotation, page 138.
	Creates an oval annotation. For information, see Creating a Basic Shape Annotation, page 138.
	Creates a polyline annotation. For information, see Creating a Polyline Annotation, page 136.
	Creates a polygon annotation. For information, see Creating a Polyline Annotation, page 136.
	Erases the annotation. For information, see Erasing Annotations, page 153.
	Creates a filled or hollow annotation (toggle). For information, see Default Filled or Hollow Setting, page 130.
	Creates an annotation with redaction (toggle). For information, see Default Redaction Setting, page 131.
	Selects the default annotation group. For information, see Default Annotation Group, page 131.
	Selects all annotations. For information, see Modifying Annotation Settings, page 146.
	Brings selected annotation to front. For information, see Overlapping Annotations, page 142.
	Sends selected annotation to behind. For information, see Overlapping Annotations, page 142.
	Shows or hides annotations (toggle) and allows you to hide annotations by annotation group. For information, see Showing or Hiding Annotations, page 144.

Button	Function
	Selects line width. For information, see Default Line Width, page 127.
	Selects annotation colors. For information, see Default Color for Line and Shape Annotations, page 129.
	Deletes the selected annotation(s). For information, see Deleting Annotations, page 153.
	Saves all annotations.
	Cancels annotation changes.
	Allows you to add rubber stamp annotations to a page.

Image Toolbar

The Image toolbar contains buttons that allow the user to change the Batch Display view.

Figure 8. ApplicationXtender Image Capture Image Toolbar

The following table describes each button on the ApplicationXtender Image Capture Image toolbar:

Table 5. ApplicationXtender Image Capture Image Toolbar Buttons

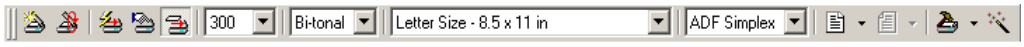
Button	Function	For More Information, See
	The Next Sticky View button applies the next available Sticky View to images of the same type as the current page. You can create Sticky Views to apply specific zoom, rotation, and scale-to-gray settings to the currently displayed type of image.	Using Sticky View, page 57
	The Fit to Window button fits displayed page in the Batch Display view.	Fit to Window, page 100
	The Fit Height button fits displayed page in the Batch Display view top to bottom.	Fit to Window Height, page 100
	The Fit Width button fits displayed page in the Batch Display view left to right.	Fit to Window Width, page 100
	The Rotate Left button rotates displayed page 90 to the left.	Rotate Left, page 101
	The Rotate Right button rotates displayed page 90 to the right.	Rotate Right, page 101

Button	Function	For More Information, See
	The Zoom In button zooms in on displayed page. (The image appears larger.)	Zoom In, page 99
	The Zoom Out button zooms out on displayed page. (The image appears smaller.)	Zoom Out, page 99
	The Magnifier button opens the Magnifier window.	Using the Magnifier, page 101
	The Previous Page button displays previous page.	Previous Page, page 94
	The Next Page button displays next page.	Next Page, page 94
	The Pan Mode button switches between pan mode and selection mode.	Batch Display View, page 37

Scan Toolbar

The Scan toolbar allows you to perform and configure scanning operations. All of the functions on the Scan toolbar can also be accessed from the Scan menu.

Figure 9. ApplicationXtender Image Capture Scan Toolbar



This topic briefly explains each Scan toolbar button and drop-down list. For more information on scanning, see Creating a Batch By Scanning, page 70.

Note: Only users with all of the following can access features in the Scan menu or toolbar:

- Scanning hardware installed on the user's workstation
- The scanner drivers appropriate for the scanner installed on the user's workstation
- AppXtender scanner support files installed on the user's workstation
- The Batch Scan privilege assigned to the user

Note: For information on hardware and drivers, refer to the scanner's documentation. For information on which scanners are supported with AppXtender Image Capture, see Selecting a Scanner, page 46. For information on support files and privileges, consult your AppXtender system administrator or refer to the *ApplicationXtender Desktop Installation Guide* and the *ApplicationXtender Core Components Administrator's Guide*.

Table 6. ApplicationXtender Image Capture Scan Toolbar Buttons

Button	Function
	The Scan button begins a scanning session. • If a batch is currently displayed, the Scan button creates a new *page*. • If *no* batch is currently displayed, the Scan button opens the ApplicationXtender Image Capture dialog box, which allows you to begin scanning a new *batch* into the active application.
	The Rescan button repeats the previous scan. This button is available only while the most recently scanned image is still displayed.
	The Auto Feed button enables automatic feed mode. In automatic feed mode, AppXtender Image Capture scans all of the pages in the feeder. When the feeder is empty, the scan session ends.
	The Manual Feed button enables manual feed mode. In manual feed mode, AppXtender Image Capture scans all of the pages in the feeder, and then waits for you to add more pages before the scan session times out.
	The Single Feed button enables single feed mode. In single feed mode, AppXtender Image Capture scans only one page at a time. After each page is scanned, you must click the Scan button again to scan the next page.
	The Front Rotation button configures the automatic rotation of images as they are scanned.
	The Back Rotation button configures the automatic rotation of images as they are scanned. This button is available only when the scanner is set to scan both sides of each page, and applies to the image that originates from the back side of the page.
	The Scanner Setup button displays a shortcut menu so that you can configure scanning.
	The Auto Enhance button enables or disables automatic enhancement of images as they are being scanned.

In addition to these buttons, the Scan toolbar also has four drop-down lists. These lists, which are different for each scanner and may not be available depending on the scanner type, allow you to change the following settings for the images that you scan.

Table 7. Scan Toolbar Drop-down Lists

List	Function
DPI Resolution	Sets the resolution for the scanned images in dots per inch
Number of Colors	Sets the number of colors for the scanned images (for example bi-tonal, 16-Level Gray, 256-Level Gray, and 24-Bit Color)

List	Function
Page Size	Sets the page dimensions for the scanned images (for example, letter, legal, or A4)
Scanner Source	Sets the number of images per page for the scanner (for example, simplex or duplex)

Chapter 2

Configuring AppXtender Image Capture

This section explains all the end-user configuration options in ApplicationXtender Image Capture. For information on specific aspects of customizing workstation settings, see the following topics:

- Introduction to Configuration, page 45
- Selecting a Scanner, page 46
- Optional Scanning Configurations, page 47
- Configuring Toolbars, Title Bar, and Status Bar, page 52
- Print Setup, page 56
- Using Sticky View, page 57
- Customizing AppXtender Image Capture Views, page 58
- Opening the AppXtender Image Capture Configuration Dialog Box, page 60
- View Tab, page 61
- Display Tab, page 63
- Scan Tab, page 65

Introduction to Configuration

Many configuration options are available to accommodate individual preferences. Some configuration options are integral to the functionality in ApplicationXtender Image Capture (AppXtender Image Capture), such as scanner selection and scanning options; and the file types and the storage formats that AppXtender Image Capture uses.

Others are cosmetic and do not alter the way the system performs, such as options controlling the look and feel of the main screen. You can adjust the layout of the AppXtender Image Capture desktop and the behavior of the AppXtender Image Capture views. You can also customize toolbar display and settings.

Selecting a Scanner

AppXtender installs scanner support files when the scanning option is selected during installation. Refer to the *ApplicationXtender Release Notes* for more information on supported scanner drivers.

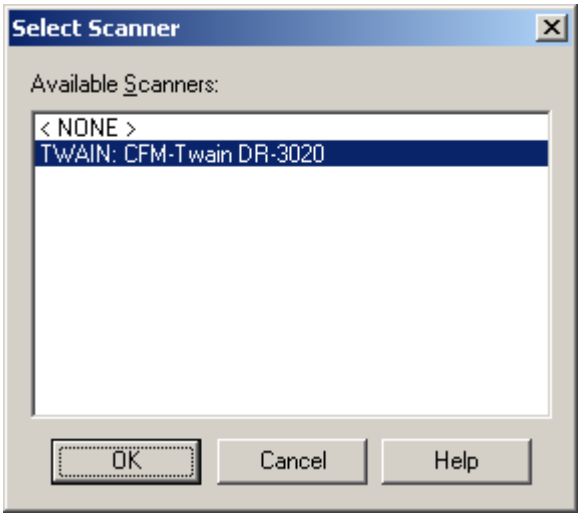
The manufacturer's recommended scanner driver must also be installed on your workstation to scan. For more information, consult your system administrator or refer to the "Planning Your ApplicationXtender Installation" chapter of the *ApplicationXtender Installation Guide*.

Before you begin scanning, the scan workstation must have the correct scanner type selected.

To select a scanner for your workstation:

1. Install and load the appropriate scanner driver on the scan workstation. For information, consult your AppXtender system administrator or refer to the "Planning Your ApplicationXtender Installation" chapter of the *ApplicationXtender Installation Guide*.
2. From the Scan menu, select Configuration> Scanner. The Select Scanner dialog box appears.

Figure 10. Select Scanner Dialog Box



Note: If your scanner does not appear in the Select Scanner list, ensure the scanning option was selected during the ApplicationXtender Desktop installation, and the appropriate scanner driver has been installed. For information, consult your AppXtender system administrator or refer to the "Planning Your ApplicationXtender Installation" chapter of the *ApplicationXtender Installation Guide*.

3. Select your scanner from the list and click OK. Depending on the scanner, another dialog box could appear, allowing you to configure the scanner driver. For instructions, refer to the documentation for your scanner.

Optional Scanning Configurations

You can configure several scanner properties to produce the scanning results that you want. The following topics describe how to configure each aspect of scanning.

- Scan Feeder Options, page 47
- Automatic Enhancement, page 48
- Resolution Settings, page 49
- Mode Settings, page 49
- Page Size Settings, page 49
- Source Setting, page 50
- Automatic Rotation, page 50
- Scanner Driver Configuration, page 51

You can use either the Scan menu or the Scan toolbar to perform each of these configurations. For information on the Scan toolbar buttons, see AppXtender Image Capture Toolbars, page 38. For information on hiding or customizing the Scan toolbar, see Configuring Toolbars, Title Bar, and Status Bar, page 52.

Because AppXtender Image Capture supports many different scanners, and each scanner may have a different set of configuration options, all scanner settings you see may not be described in detail here. If you are not sure which setting to choose for a particular option, refer to the documentation included with your scanner for more information on scanner settings for your scanner.

Scan Feeder Options

AppXtender Image Capture provides three different options for operating the scanner feeder. They include single feed, manual feed, and automatic feed. These options are mutually exclusive; only one of the options can be activated.

Automatic Feed

In automatic feed mode, AppXtender Image Capture scans all of the pages in the feeder. When the feeder is empty, the scan session ends. After all of the pages in the feeder have been scanned, if you put more pages in the feeder, you must click the Scan button again to scan the new pages.

To enable automatic feed:

- From the Scan menu, select Feed and then Auto.

Manual Feed

In manual feed mode, AppXtender Image Capture scans all of the pages in the feeder, and then waits for you to add more pages before the scan session times out. After the time runs out, if you put more pages in the feeder, you must click the Scan button again to scan the new pages.

The timeout is configurable, and is set in the AppXtender Image Capture Configuration dialog box. The default is 20 seconds. For information on configuring the Scanner Manual Feed Timeout, see Scanner Manual Feed Timeout, page 68.

To enable manual feed:

- From the Scan menu, select Feed and then Manual.

Single Feed

In single feed mode, AppXtender Image Capture scans only one page at a time. After each page is scanned, you must click the Scan button again to scan the next page.

To enable single feed mode:

- From the Scan menu, select Feed and then Single.

Automatic Enhancement

AppXtender Image Capture allows you to automatically enhance pages as they are being scanned. If the pages that you are scanning will be processed using optical character recognition (OCR) in AppXtender, this feature can make the OCR more accurate. Automatic enhancement applies all settings configured in the ScanFix Configuration dialog box and the ScanFix Advanced settings dialog box. Automatic enhancement applies to bi-tonal (black and white) images only.

To enable or disable automatic enhancement:

- From the Scan menu, select Configuration and then Auto Enhancement. The automatic enhancement feature toggles on or off.

Enhancement Settings

When automatic enhancement is enabled, all bi-tonal images scanned into AppXtender Image Capture are enhanced using the configured enhancement settings. The effectiveness of this feature for improving OCR processing of scanned images in AppXtender depends entirely on how you configure image enhancement settings.

To configure image enhancement settings:

- From the Scan menu, select Configuration and then Enhancement Configuration.

The ScanFix Configuration dialog box appears. You may configure the settings to produce the desired results. For details on image enhancement settings, see Chapter 6, Image Enhancement.

Resolution Settings

The Resolution drop-down list is located on the Scan toolbar and can be used to change the dots per inch (DPI) resolution setting. The DPI options available to you depend on your scanner. Higher DPI settings produce larger file sizes. However, higher settings also produce greater image clarity, which might improve OCR processing of the scanned images in AppXtender. The recommended setting is 200 DPI. If you require higher quality, you can select another option.

To configure resolution settings:

- From the Scan menu, select Resolution and then the DPI setting that you want to use.

Mode Settings

The Mode drop-down list is located on the Scan toolbar and can be used to change the scanning mode. Some scanning mode examples are bi-tonal, 16-Level Gray, 256-Level Gray, and 24-Bit Color, and vary depending on your scanner. When selecting a scanner mode, remember that there is a trade-off between the size of the resulting file and the clarity of the scanned page. For example, the 256-Level Gray option provides more clarity than the Bi-tonal option, but also produces a much larger file, as shown in the following table. The recommended setting for efficient scanning is bi-tonal.

Table 8. Example File Sizes When Using Different Modes for Same Image

Mode	File Size
Bi-tonal	12 KB
256-Level Gray	3,367 KB
24-Bit Color	10,040 KB

To configure mode settings:

- From the Scan menu, select Mode and then the mode setting you want to use.

Page Size Settings

The Page Size drop-down list is located on the Scan toolbar and can be used to change the page size and orientation. The Page Size option sets the size of the page that you are scanning. The options listed for you vary depending on your scanner. Some page size examples are A4, Legal, Letter, and B5.

To configure page size settings:

- From the Scan menu, select Page Size and then the size and, if available, orientation you want to use.

If you scan a page that is larger than the current page size setting, part of the image is not scanned. If you scan a page that is smaller than the current page size setting, black areas are added to the edges of the scanned image, which means the file size is larger than it needs to be.

Source Setting

The Source drop-down list allows you to choose a scanner source. Options available for you may include Flatbed, ADF Simplex, and ADF Duplex, although the options vary depending on your scanner. The following table describes the typical source settings and what they mean:

Table 9. Typical Source Settings

Source Setting	Description
Flatbed	Flatbed refers to using the scanner's top paper bed, similar to a copy machine.
ADF Simplex	Automatic Document Feeder (ADF) Simplex refers to using the automatic document feeder to scan only the front side of the document.
ADF Duplex	ADF Duplex refers to using the automatic document feeder to scan both sides of the document.

To configure source settings:

- From the Scan menu, select Source and then the source you want to use.

Automatic Rotation

AppXtender Image Capture allows you to automatically rotate pages as they are being scanned. If you have configured your source as duplex, separate options are provided to set the rotation of front and back pages being scanned. If you have configured your source as something other than duplex, you need only to configure the front-page rotation.

Rotation can be set to 90, 180 and 270 degrees. When you click the Front Rotation and Back Rotation buttons on the Scan toolbar, the setting toggles from None to 90°, to 180°, to 270°.

Figure 11. Front Rotation Button and Back Rotation Button

Front Page Rotation

To configure automatic rotation for all front pages:

- From the Scan menu, select Rotation (Front) and then the desired rotation setting (None, 90 Degrees, 180 Degrees, or 270 Degrees).

Back Page Rotation

To configure automatic rotation for all back pages:

- From the Scan menu, select Rotation (Back) and then the desired rotation setting (None, 90 Degrees, 180 Degrees, or 270 Degrees).

Scanner Driver Configuration

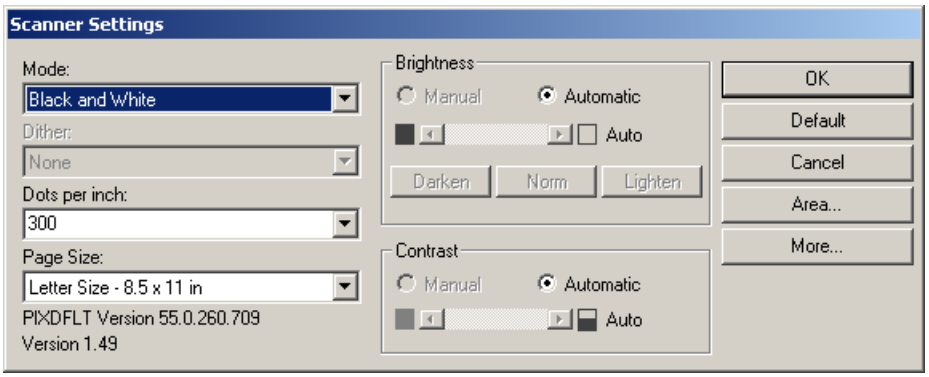
The Scanner Settings dialog box provides advanced features that relate to your scanner. The options vary depending on the scanner you are using. Some examples of settings that may be included are brightness, dither, and contrast.

To access your scanner's advanced settings:

- From the Scan menu, select Configuration and then Driver Configuration.

The Scanner Settings dialog box for your scanner appears. The options and buttons that appear on the Scanner Settings dialog box vary according to the scanner. For more information on configuring this dialog box, refer to the documentation provided with your scanner.

Figure 12. Sample Scanner Settings Dialog Box



Any changes made in this dialog box are reflected in the Scan toolbar. Additionally, any settings you change remain as the scanner settings until you change them.

Configuring Toolbars, Title Bar, and Status Bar

You can customize the ApplicationXtender Image Capture (AppXtender Image Capture) toolbars, the Batch Display view title bar, and the AppXtender Image Capture status bar to meet your needs. For instructions, see the following topics:

- Displaying or Hiding a Toolbar, page 53 describes how to hide AppXtender Image Capture toolbars from view or show AppXtender Image Capture toolbars.
- Changing the Size of Toolbar Buttons, page 53 describes how to increase or decrease the size of AppXtender Image Capture toolbar buttons.
- Customizing Toolbars, page 53 describes how to remove buttons from the toolbar, add buttons to the toolbar, or re-order the buttons on the toolbar.
- Configuring the Title Bar, page 54 describes how to specify whether the AppXtender data source name or application name appears with the batch name in the title bar of the Batch Display view.
- Displaying or Hiding the Status Bar, page 55 describes how to hide or show the AppXtender Image Capture status bar.

The following table briefly describes the functions available on each toolbar:

Table 10. AppXtender Image Capture Toolbars

Toolbar	Description
Main	The Main toolbar provides shortcuts to common AppXtender Image Capture commands (such as print, scan, and configure). These commands can be executed by clicking the buttons on the toolbar, eliminating the series of steps necessary when using the pull down menus. For a detailed description of each button on the Main toolbar, see Main Toolbar, page 38.
Annotation	The Annotation toolbar contains shortcuts to the annotation features, such as select, save, delete, and create. For a detailed description of each button on the Annotation toolbar, see Annotation Toolbar, page 39. AppXtender
Image	The Image toolbar provides shortcuts for manipulating images. Some of the buttons available are pan mode, rotating, and zooming. For a detailed description of each button on the Image toolbar, see Image Toolbar, page 41.
Scan	The Scan toolbar contains shortcuts for scanning options and configuration settings such as manual feed, automatic feed, single feed, rescan, and different automatic-rotation options. For a detailed description of each button on the Scan toolbar, see Scan Toolbar, page 42.

Displaying or Hiding a Toolbar

AppXtender Image Capture toolbars can be shown or hidden from view. All AppXtender Image Capture features are always available from menus, even if the toolbar is hidden. Toolbars can be removed to create more space for displaying batches.

To display or hide a toolbar:

1. From the View menu, select Toolbars. In the Toolbars submenu, the name of each *displayed* toolbar has a check mark next to it.
2. In the Toolbars submenu, click the name of the toolbar you want to display or hide. If the toolbar you selected was previously displayed, it is now hidden. If the toolbar you selected was previously hidden, it is now displayed.

Changing the Size of Toolbar Buttons

The default size of AppXtender Image Capture toolbar buttons may be too small for some users. You can change the size of AppXtender Image Capture toolbar buttons, if necessary.

To change the size of the toolbar buttons:

1. From the View menu, select Toolbars. In the Toolbars submenu, a check mark indicates the current button size setting.
2. From the Toolbars submenu, depending on which size is currently selected, you have the following options:
   - Click Large Icons. The buttons increase in size.
   - Click Small Icons. The buttons decrease in size.

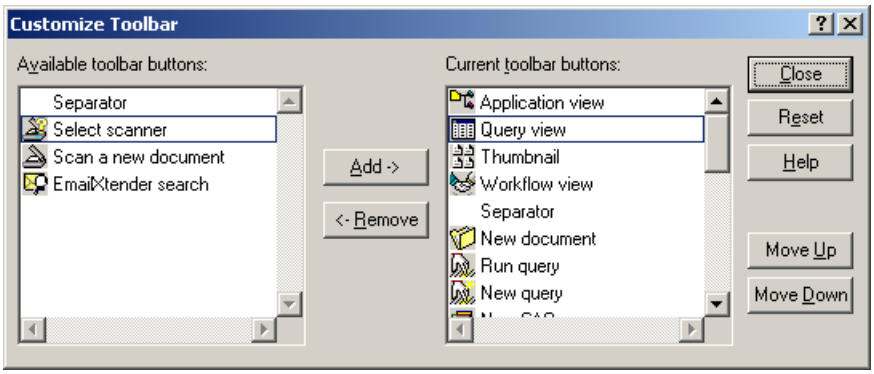
Customizing Toolbars

Any AppXtender Image Capture toolbar can be customized to meet your needs. Buttons can be deleted from the toolbar, added to the toolbar, or re-ordered on the toolbar.

To customize a toolbar:

1. Right-click the toolbar you want to customize. A shortcut menu appears. From the shortcut menu, select Customize. The Customize Toolbar dialog box appears.

Figure 13. Customize Toolbar Dialog Box



2. You have the following choices:
   - Remove buttons from the toolbar by double-clicking on the button name in the Current toolbar buttons list or by selecting the button name and clicking Remove.
   - Add buttons to the toolbar by double-clicking on the button name in the Available buttons list or by selecting the button name and clicking Add.
   - Re-order buttons by selecting a button name in the Current toolbar buttons list and clicking Move Up or Move Down or by dragging the button name to the new location.
   - Reset to a pre-defined list of toolbar buttons by clicking Reset.
3. After you have completed customizing the toolbar, click Close.

Configuring the Title Bar

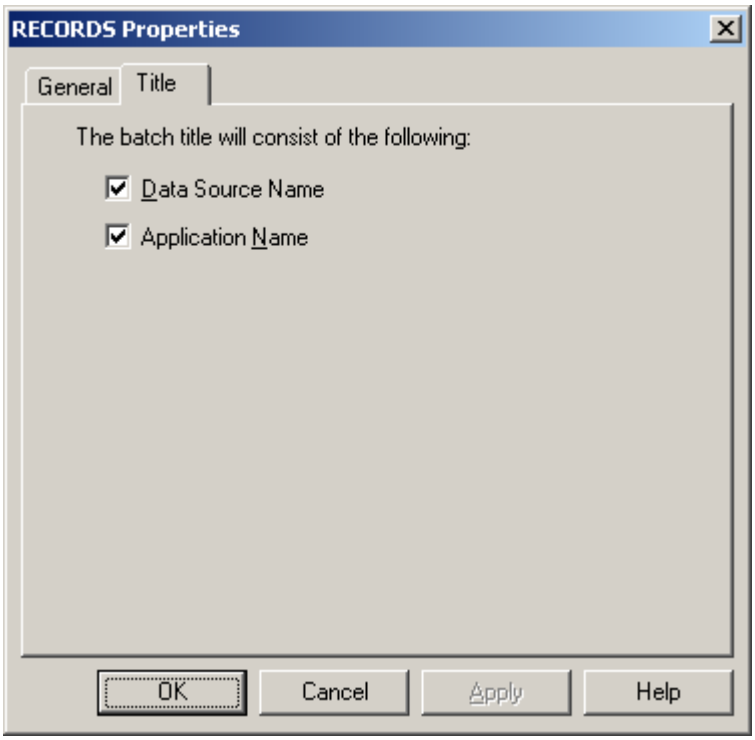
When a batch is displayed in the Batch Display view, information about that batch appears in the Batch Display view title bar, including the name specified for the batch when it was created.

For each application, you can configure the title bar to display the name of the AppXtender data source that contains the batch, the name of the application that contains the batch, or both.

To configure the Batch Display view title bar:

1. In the Applications view, right-click the application for which you want to configure the Batch Display view title bar. A shortcut menu appears.
2. From the shortcut menu, select Properties. The Properties dialog box for the selected application appears.
3. Select the Title tab.

Figure 14. Properties Dialog Box: Title Tab



4. Specify whether you want the name of the AppXtender data source to appear in the Batch Display view title bar. You have the following choices:
   - To include the name of the AppXtender data source, enable the Data Source Name option.
   - To leave out the name of the AppXtender data source, disable the Data Source Name option.
5. Specify whether you want the name of the application to appear in the Batch Display view title bar. You have the following choices:
   - To include the name of the application, enable the Application Name option.
   - To leave out the name of the application, disable the Application Name option.
6. Save changes. You have the following choices:
   - To save changes and keep the Properties dialog box open, click Apply.
   - To save changes and close the Properties dialog box, click OK.

The next time you display a batch, the Batch Display view title bar reflects the changes.

Displaying or Hiding the Status Bar

The status bar appears at the bottom of the AppXtender Image Capture screen and contains each of the following from left to right:

- Help messages for ApplicationXtender Image Capture functions, describing toolbar button functions and menu item functions
- The name of the active application

- The page number of the currently displayed page
- The total number of pages in the currently displayed batch

The AppXtender Image Capture status bar can be removed from the AppXtender Image Capture window to save space for the Batch Display view. When the status bar is hidden, it reappears during scanning to display the Cancel button and a progress bar.

To display or hide the status bar:

- From the View menu, select Status Bar. If the status bar was previously displayed, it is now hidden. If the status bar was previously hidden, it is now displayed.

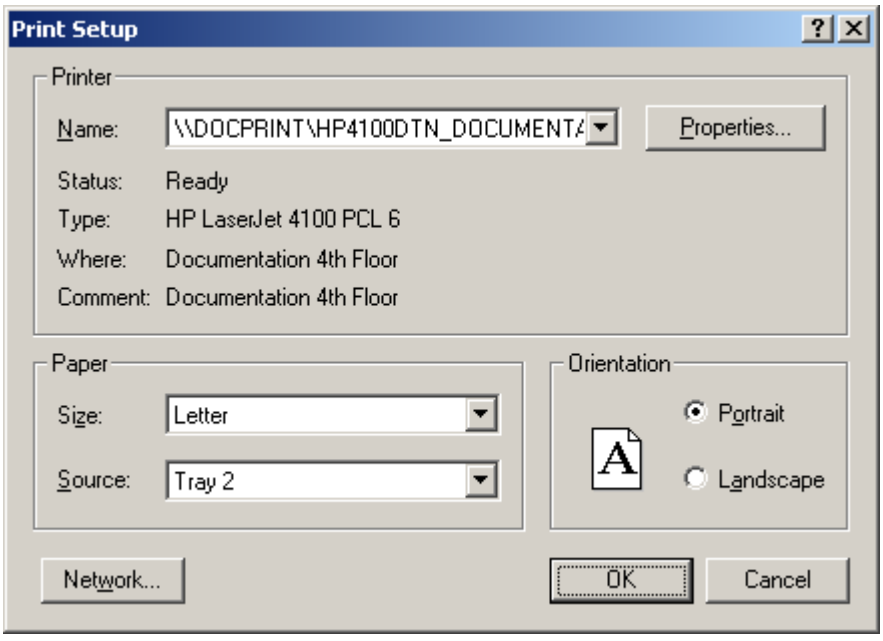
Print Setup

The Print Setup dialog box allows you to set up the default print settings. From this dialog box, you can select the printer, the orientation, the paper size, the paper source, and other properties of future print jobs.

To configure printing:

1. From the File menu, select Print Setup. The standard Windows Print Setup dialog box appears.

Figure 15. Print Setup Dialog Box



2. If you want to connect to a printer on the network, click Network. For further instructions, refer to the Windows documentation.
3. In the Print Setup dialog box, select a default printer from the Name list, and select the default paper size, source, and orientation.
4. If you want to configure advanced properties of the selected printer, click Properties. For further instructions, refer to the Windows documentation.

5. Click OK. The dialog box closes and the changes you have made are saved.

Using Sticky View

Sticky View means that ApplicationXtender Image Capture (AppXtender Image Capture) can "remember" display settings (zoom, rotation, and scale-to-gray) for similar page types. For example, bi-tonal (black and white) pages can be "stuck" to open with certain zoom and rotation settings. A different Sticky View could be set for bitmaps.

Sticky View can be helpful when scanning similar paper documents, by automatically displaying the page at its actual size to facilitate monitoring the quality of the scan. AppXtender Image Capture automatically discerns which page type is displayed and responds with the appropriate settings.

You can use Sticky View with the following page types. (The Information dialog box displays a page's type. For more information, see Page Information, page 117.)

- Images
- Text (as defined in the File Types tab of the Configuration dialog box)
- OLE Objects (as defined in the File Types tab of the Configuration dialog box)

Note: For more information on the File Types tab of the Configuration dialog box, consult your system administrator or refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Sticky View is different from the default display configuration in that the pages are not stored with the sticky settings; the pages appear in Sticky View simply for batch creation and retrieval. The sticky settings are in effect until Sticky View is turned off.

Sticky View applies the following settings:

- Zoom, as described in Using Zoom, page 98
- Rotation, as described in Using Rotate, page 101
- Scale-to-gray, as described in Using Scale-to-Gray, page 102

You can also save multiple sticky view settings for a displayed page and switch between each of the saved sticky view settings. For more information, see Saving Sticky View Settings, page 57 and Switching Sticky View Settings, page 97.

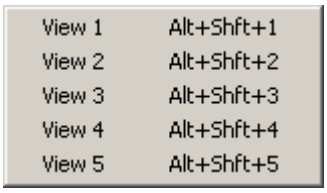
Saving Sticky View Settings

The Save Setting feature allows you to store multiple sticky view settings for each page type. You can save up to five different sticky view settings for each page type.

To save a sticky view setting:

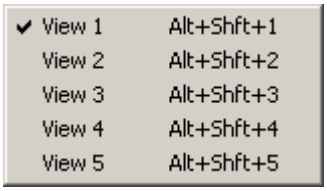
1. Display a page with the desired settings.
2. Select a Save Settings view. From the View menu, select Sticky View and then Save Settings. The Save Settings menu appears. Highlight the appropriate view (for example, View 1).

Figure 16. Save Settings Menu



A check mark appears next to the saved view setting.

Figure 17. Save Settings Menu with Selected Save Settings View



3. Repeat steps 1 and 2 to save more views.

Customizing AppXtender Image Capture Views

The Applications view can be modified to meet your preferences. By changing the way your ApplicationXtender Image Capture views display, you can customize your AppXtender Image Capture desktop. The Applications view can be configured to appear as a docked view, as a dialog box, or as a subwindow. The Applications view can also be configured to "hide on use."

For more information, see the following topics:

- Docking a View, page 58
- Displaying a View as a Dialog Box, page 59
- Displaying a View as Subwindow, page 59
- Hiding a View on Use, page 60

Docking a View

An AppXtender Image Capture docked view has a grab bar. A grab bar is similar to a title bar except it does not contain a title.

Figure 18. AppXtender Image Capture Docked View Grab Bar

You can drag the view to the left, right, top, or bottom of the AppXtender Image Capture window by dragging this bar. A docked view automatically aligns with the AppXtender Image Capture window borders and cannot be moved beyond the AppXtender Image Capture window borders. By default, the Applications view appears as a docked view.

Note: The following procedure applies to only the Applications view. It does not apply to the Batch Display view.

To dock a view that is now a dialog box:

1. Double-click the title bar of the dialog box. The dialog box becomes a docked view, in the location where the view was last docked.
2. Click the grab bar, and drag the view to the desired position on the AppXtender Image Capture desktop. For the view to dock, drag it to the left, right, top, or bottom edge of the AppXtender Image Capture desktop. When you release the mouse button, the view moves to that location.

Displaying a View as a Dialog Box

An AppXtender Image Capture dialog box has a title bar with a Close button. Drag the view to a different location on your desktop by dragging the title bar. A dialog box is independent of the AppXtender Image Capture window borders. It can be moved away from the AppXtender Image Capture window borders, in any direction. This behavior is described as "floating" as a dialog box.

Figure 19. AppXtender Image Capture Dialog Box Title Bar

Note: The following procedure applies only to the Applications view. It does not apply to the Batch Display view.

To display a view as a dialog box:

1. If the view is docked, double-click the grab bar. The docked view becomes a dialog box.
2. Click the title bar and drag the dialog box to the desired location on the AppXtender Image Capture desktop.

Displaying a View as Subwindow

An AppXtender Image Capture subwindow has a title bar with Minimize, Maximize, and Close buttons. Drag the view to a different location in the AppXtender Image Capture window by dragging the title bar. A subwindow is independent of the AppXtender Image Capture window borders but cannot be moved beyond them. This behavior is often described as "floating as an MDI window."

Figure 20. AppXtender Image Capture Subwindow Title Bar

Note: The following procedure applies only to the Applications view. It does not apply to the Batch Display view.

To display a view as a subwindow:

1. Right-click in the docked view or view dialog box. A shortcut menu appears. From the shortcut menu, select Float as MDI Window.
2. Click the Title bar and drag the subwindow to the desired location on the AppXtender Image Capture desktop.

Hiding a View on Use

By default, the views remain in the AppXtender Image Capture window until you close or hide them, which means, when you display the Batch List, the Applications View remains. You can configure the Applications view to hide when you display the Batch List.

This is described as "hiding on use" because you *use* the Applications view to display the Batch List. When a view is configured to hide on use, this configuration is often described as "hide on use mode." In this mode, AppXtender Image Capture automatically hides the view after you select items from it.

You can always display the hidden view using the Applications View button on the Main toolbar. The hide on use mode can be used on a view whether it displays as a docked view, as a dialog box, or as a subwindow.

Note: The following procedures apply only to the Applications view. They do not apply to the Batch Display view.

To configure a docked view to hide on use:

- Right-click the view's grab bar. A shortcut menu appears. From the shortcut menu, select Hide on Use.

To configure a dialog box or subwindow to hide on use:

- Right-click inside the dialog box or subwindow. A shortcut menu appears. From the shortcut menu, select Hide on Use.

Opening the AppXtender Image Capture Configuration Dialog Box

You can customize the behavior of many aspects of ApplicationXtender Image Capture (AppXtender Image Capture) functionality through the AppXtender Image Capture Configuration dialog box. You can use the AppXtender Image Capture Configuration dialog box to change workstation defaults for most features, such as zoom and tile.

If you have the Configure WS privilege, you can see all the configuration tabs, and you are able to make a wide variety of configuration changes. If you do not have the Configure WS privilege, three tabs appear: View tab, Display tab, and Scan tab. This topic discusses these three tabs. For information on the other tabs available to users with the Configure WS privilege, refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

To access ApplicationXtender Image Capture configuration:

1. From the File menu, select Configuration. The Configuration dialog box appears.

2. Set the desired options according to the instructions in the following topics:
   - View Tab, page 61
   - Display Tab, page 63
   - Scan Tab, page 65
3. Click OK. The Configuration dialog box closes and any changes you have made are saved.

View Tab

The View tab of the ApplicationXtender Image Capture (AppXtender Image Capture) Configuration dialog box allows you to configure several aspects of viewing batches.

Figure 21. Configuration Dialog Box: View Tab

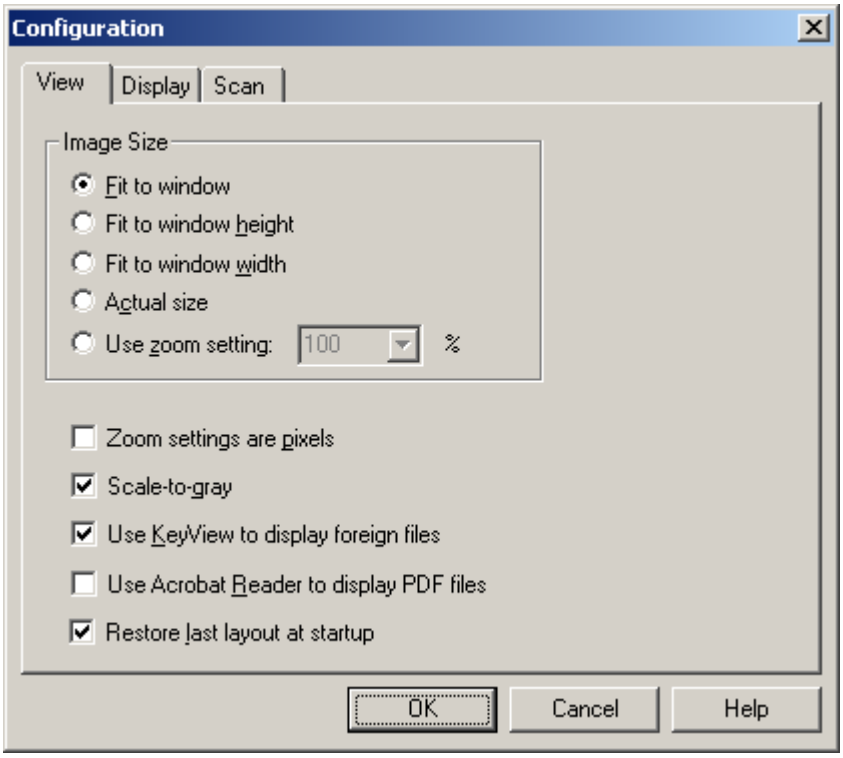


Image Size Options

Image size options control the default display size of images displayed in AppXtender Image Capture. Use this option with the following page types:

- Images
- Text (as defined in the File Types tab of the Configuration dialog box)

Note: For more information on the File Types tab of the Configuration dialog box, consult your system administrator or refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

To change the default image size setting:

1. In the Configuration dialog box, select the View tab.
2. Under Image Size, select one of the five zoom settings. These settings are explained in the following table:

Table 11. Image Size Options

Option	Description
Fit to Window	If this option is chosen as the default, AppXtender Image Capture displays images to fit the display window either top to bottom or left to right, while maintaining the original aspect ratio of the image and displaying the entire image.
Fit to Window Height	If this option is chosen as the default, AppXtender Image Capture displays images to fit the window from top to bottom. You might need to scroll left or right to see the sides of the image.
Fit to Window Width	If this option is chosen as the default, AppXtender Image Capture displays images to fit the window from left to right. You might need to scroll up or down to see the top or bottom of the image.
Actual Size	If this option is chosen as the default, AppXtender Image Capture displays images to appear as actual size (one pixel stored is equal to one pixel on the monitor).
Use Zoom Setting	If this option is chosen as the default, AppXtender Image Capture displays images using the default zoom percent. The Zoom Percent list allows you to set the default ratio.

3. If you have selected the Use Zoom Setting option, select the desired ratio. You have the following choices:
   - Click the drop-down list. The Zoom Percent drop-down list appears. Select the desired ratio. Standard options range from 25% to 400%.
   - In the text box, enter the preferred percentage.
4. Click OK.

Zoom Settings are Pixels

By default, AppXtender Image Capture considers both the image resolution and monitor resolution when rendering images for display. By enabling the Zoom settings are pixels option, AppXtender Image Capture displays images in raw pixel size, disregarding image and monitor resolution.

Scale-to-Gray

When this option is enabled, bi-tonal (black and white) images are displayed as grayscale, which is frequently a more legible format. Various shades are used to convert black and white images for the highest readability. This option applies to bi-tonal images only.

Use KeyView to Display Foreign Files

When this option is enabled, AppXtender Image Capture uses the KeyView Viewer component to display the contents of foreign files supported by the KeyView Viewer. For a list of KeyView supported file types, see ApplicationXtender Web Access KeyView Component File Support, page 83. When this option is disabled, AppXtender Image Capture displays a foreign file page as an icon.

Use Acrobat Reader to Display PDF Files

When this option is enabled, AppXtender or AppXtender Image Capture uses the Acrobat Reader technology to display the contents of PDF files. When this option is disabled, AppXtender or AppXtender Image Capture uses PDF Library to display each PDF page. If you enable the option for AppXtender or AppXtender Image Capture, it is enabled for both.

Note: The PDF Library performs document printing of a PDF page regardless of the view setting.

Restore Last Layout at Startup

If this option is enabled on the View tab of the Configuration dialog box, the AppXtender Image Capture desktop layout is automatically saved when you exit AppXtender Image Capture. This includes the following settings:

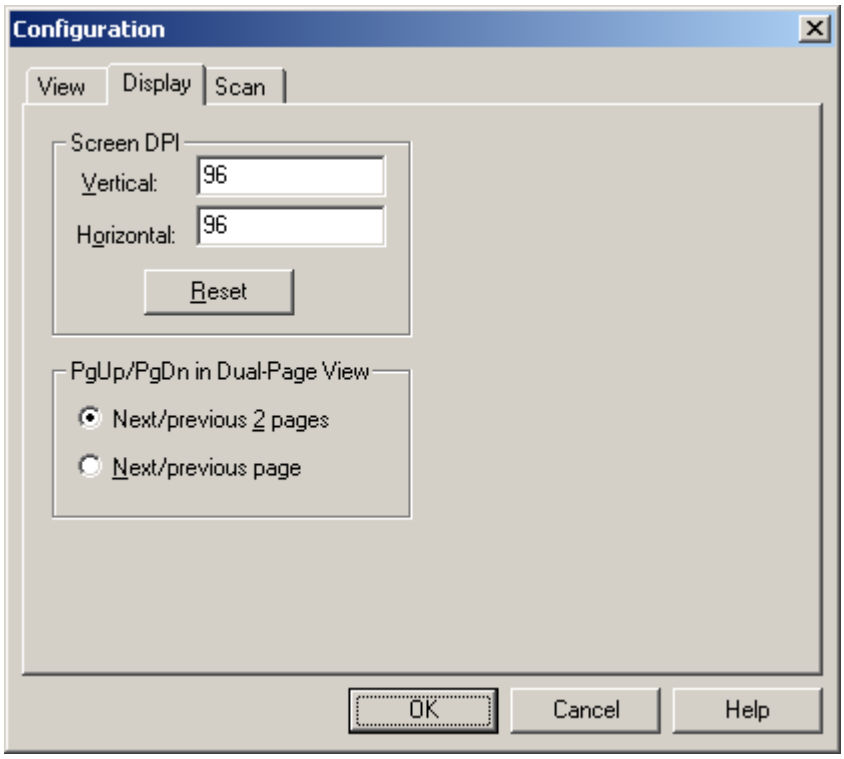
- AppXtender Image Capture window size and location
- Toolbar locations and toolbar button size
- View type (docked view, dialog box, or subwindow) for the Applications view
- Location and size of the Applications view

If this option is disabled, the AppXtender Image Capture desktop layout is not saved on exit. When you open AppXtender Image Capture, the AppXtender Image Capture desktop layout reverts to the settings of the last time it was saved.

Display Tab

The Display tab of the AppXtender Image Capture Configuration dialog box allows you to configure various ApplicationXtender Image Capture display features.

Figure 22. Configuration Dialog Box: Display Tab



Screen DPI

The Screen DPI settings refer to the dots per inch of the system monitor. AppXtender Image Capture takes this information from the video interface card installed with the system. You can overwrite the defaults by entering new Horizontal or Vertical settings. If you want to change the Horizontal or Vertical settings back to the defaults from the video interface card, click Reset.

PgUp/PgDn in Dual-Page View

This option dictates how the [PAGE UP] and [PAGE DOWN] keys operate when a batch is in dual-page display mode. This mode is also known as Split View. The Split View feature splits the Batch Display view so that multiple pages of the same batch are displayed.

In Split View, the actions performed by the [PAGE UP] and [PAGE DOWN] keys depend on the PgUp/PgDn setting in the Display tab:

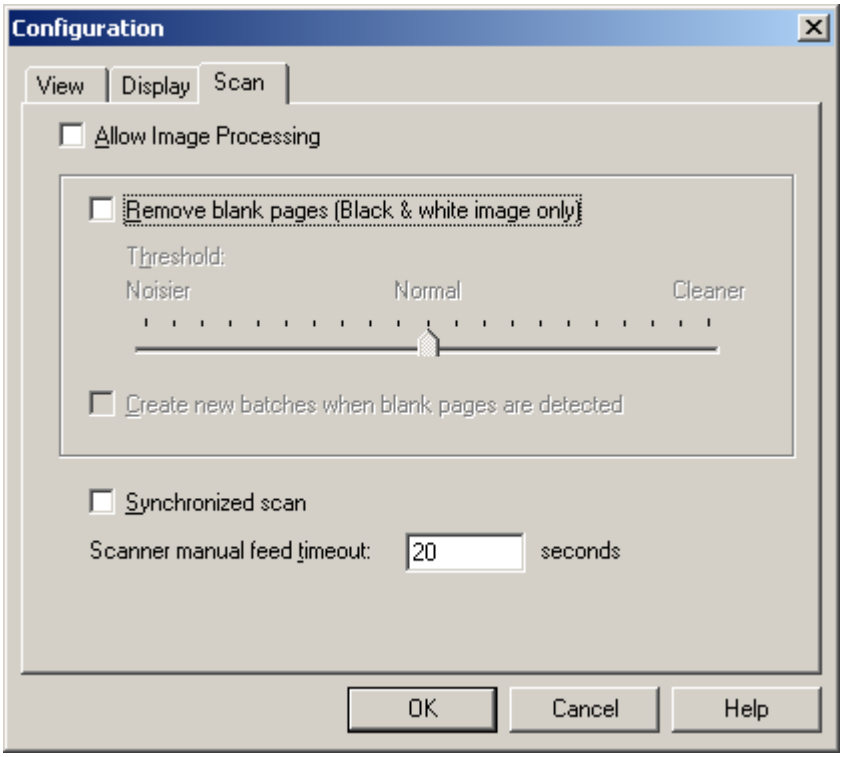
- When you select Next/previous 2 pages, the keys page through two batch pages at a time. For example, if you display a batch with four pages in split view, pages 1 and 2 appear first, then pages 3 and 4.
- When you select Next/previous page, the keys page through one batch page at a time. For example, if you display a batch with four pages in split view, pages 1 and 2 appear first, then pages 2 and 3.

For information on the Next Page and Previous Page commands, see Selecting Pages to View within a Batch, page 94. For information on using dual-page mode, see Split View, page 95.

Scan Tab

The Scan tab of the AppXtender Image Capture Configuration dialog box allows you to customize the scanning process.

Figure 23. Configuration Dialog Box: Scan Tab



Enabling Image Processing Options

Image processing is a licensed feature that allows you to enhance scanned images.

To configure AppXtender Image Capture for image processing:

1. On the Scan tab of the Configuration dialog box, enable Allow Image Processing.
2. Click OK.

Note: To access image enhancement options, log out of ApplicationXtender and then log back in to ApplicationXtender after you enable Allow Image Processing for the first time.

Refer to Chapter 6, Image Enhancement for more information.

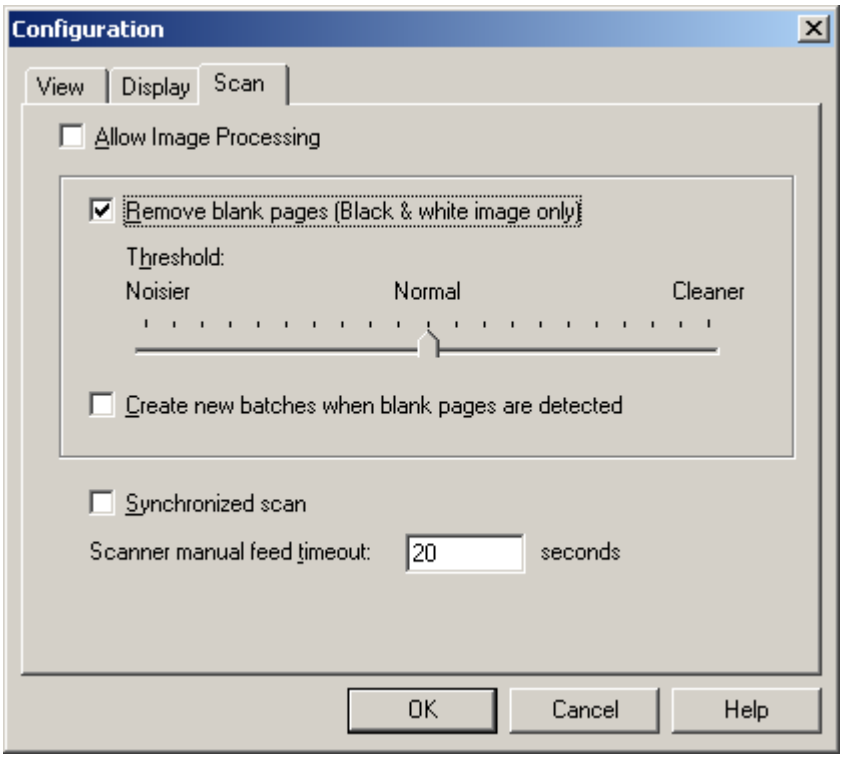
Removing Blank Pages

You can configure AppXtender Image Capture to remove blank pages automatically (in black and white images only) while you are scanning.

To configure the automatic removal of blank pages:

1. On the Scan tab of the Configuration dialog box, enable the Remove blank pages option. The Threshold slider and the Create new batches when blank pages are detected option become available.

Figure 24. Configuration Dialog Box: Scan Tab: Removing Blank Pages



2. Use the Threshold slider to adjust the setting for what the scanner recognizes as a blank page.
   - If you want to allow a noisier image to be recognized as a blank page (and therefore removed), adjust the slider towards Noisier.
   - If you want to allow a cleaner image to be recognized as a blank page (and therefore removed), adjust the slider towards Cleaner.

Caution: Examine the pages that are scanned and take note of which pages are automatically removed from the batch as you scan them. If you find that pages are being removed that should not be removed, adjust the slider towards Cleaner. Make sure the Threshold setting is appropriate for the pages you are scanning.

1. Enable the Create new batches when blank pages are detected option if you want to use blank page separators in the batch. For more information, see Creating New Batches Using Blank Page Separators, page 67.
2. Click OK.

Creating New Batches Using Blank Page Separators

You can configure AppXtender Image Capture to start a new batch each time it detects a blank page within a batch. For example, if you have a batch of 50 pages to be scanned and you want it to be indexed as two separate batches, you can put a blank page in the middle and AppXtender Image Capture automatically starts a new batch at that page. This makes it easier for the person doing the indexing in AppXtender because they do not have to go through and break the separate batches out manually.

To configure automatic creation of batches using blank page separators:

1. Enable the Remove blank pages option. The Create new batches when blank pages are detected option is not available unless the Remove blank pages option is enabled. For more information, see Removing Blank Pages, page 66.
2. Enable the Create new batches when blank pages are detected option.
3. Adjust the Threshold slider to determine what the scanner recognizes as a blank page.

   Note: The Threshold slider settings are the same for this option as they are for the Remove blank pages option. For more information, see Removing Blank Pages, page 66.
4. Click OK.

Each new batch keeps the original name assigned to the batch and adds a hyphen (-) and sequential number to the additional batches created. For example, if the original batch is name Personnel, each new batch that is created is renamed Personnel-1, Personnel-2, and so on.

Note: The batch name is limited to 32 characters in length. Therefore, if a batch name starts out at 32 characters then the system crops the name and replace the letters with a tilde (~) symbol to add the hyphen and number to the end of the new batch.

You also have the option of adding new pages to an existing batch.

Caution: If you add pages to an existing batch and there is blank page separator, then AppXtender Image Capture uses the same naming convention as described in the preceding procedure. AppXtender Image Capture automatically assigns the next sequential number to the new batch. If there is a batch with that name, you are prompted to rename that file with a different name or the same batch name and the next number not being used.

Synchronized Scan

With some types of scanning, the images are scanned faster than AppXtender Image Capture can display them. The Synchronized scan option slows down the scanner so that AppXtender Image Capture can display each scanned image. You have the following choices:

- If you want to review each page as it is scanned, enable the Synchronized scan option.
- If you want to allow the scanner to scan images at its highest speed, disable the Synchronized scan option.

Scanner Manual Feed Timeout

This option sets the scanner timeout for scanning that is performed while in the manual feed mode. The default is 20 seconds. The timeout option determines how much time that you have to put more pages in the scanner without having to continue the scan process manually. This option can be set higher or lower to meet your preference.

Chapter 3

Creating Batches

This section provides an overview and procedures for creating batches in ApplicationXtender Image Capture.

- Introduction to Batches, page 69
- Creating New Batches, page 70
- Displaying a Batch, page 81
- Adding Pages to Batches, page 86

Introduction to Batches

ApplicationXtender (AppXtender) provides two options for scanning paper documents into the AppXtender system:

- ApplicationXtender itself is an integrated scan-and-index online module, which allows you to scan and index documents in an interactive mode. Documents are scanned and indexed at the same time. For more information on scanning in ApplicationXtender, refer to the *ApplicationXtender Document Manager User's Guide*.
- ApplicationXtender Image Capture (AppXtender Image Capture), a separate module, provides batch-scanning functionality, allowing you to scan batches and then index them in AppXtender later. For information on this module, continue reading this section.

Various input methods are available for you to create batches. AppXtender Image Capture batches are organized in applications for easy retrieval. AppXtender Image Capture allows you to add pages to batches after they have been created.

The following procedure provides an overview of the batch creation methods discussed in this topic:

To create a batch:

1. Bring into AppXtender Image Capture the information that you want to store. You have several methods of input from which to choose. For more information, see Creating New Batches, page 70.

   If you created the batch by scanning, the new batch appears in the Batch Display view. For instructions on displaying a closed batch, see Displaying a Batch, page 81.
2. If necessary, add pages to the new batch. For more information, see Adding Pages to Batches, page 86.

Creating New Batches

There are several methods for creating batches in ApplicationXtender Image Capture (AppXtender Image Capture). For more information, see the following topics:

- Deciding Which Batch Creation Method to Use, page 70
- Creating a Batch By Scanning, page 70
- Creating a Batch by File Selection, page 72
- Creating Batches From a Batch Import File, page 75

Deciding Which Batch Creation Method to Use

AppXtender Image Capture allows you to create batches in many ways. The following table is intended to help you decide the best way to bring a batch into AppXtender Image Capture:

Table 12. Deciding What Input Method to Use for Creating Batches

If You Want to Create	Use this Method	For More Information, See
A batch from paper documents not yet in electronic format	Scanning	Creating a Batch By Scanning, page 70
A batch from electronic documents in one location	File selection	Creating a Batch by File Selection, page 72
Multiple batches from electronic documents in various locations, including optical disks (or if you want to be able to accurately repeat the same import later)	Batch import file	Creating Batches From a Batch Import File, page 75

If you create a batch by file selection or from a batch import file, your ability to view the resulting pages of those batches depends on the type of files you have imported. For information, see Support for Viewing of Imported Files in AppXtender Image Capture, page 83.

Creating a Batch By Scanning

This topic describes how to scan a batch into AppXtender Image Capture.

Note: Before you can create a batch by scanning, install the correct scanner driver and select the scanner from within AppXtender Image Capture. For more information on installing the scanner driver, consult your AppXtender system administrator or refer to the "Planning Your ApplicationXtender Installation" chapter of the *ApplicationXtender Installation Guide*. For more information on selecting the scanner, see Selecting a Scanner, page 46.

To scan a batch into AppXtender Image Capture:

1. Select the appropriate settings on the Scan toolbar, the Scan menu, or the Scan tab of the Configuration dialog box.

   You can customize several scanner properties to produce the desired scanning results. DPI settings, scanner feeder settings, automatic rotation, automatic image enhancement, brightness, dither, and other settings can be configured. Advanced settings available for each scanner are driver-specific and change from scanner to scanner. The Scanner Settings dialog box allows you to set additional parameters. For instructions, see Optional Scanning Configurations, page 47.

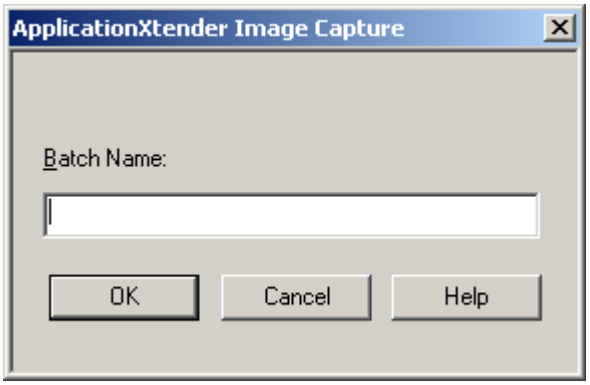
   The following configurable options may also affect the scanning process:

   - The Remove Blank Pages option discards pages from the scanning process that do not meet the threshold you choose on the sliding Threshold bar.
   - The Create New Batches When Blank Pages Are Detected option starts a new batch every time a blank page is detected, and deletes that page.
   - The Synchronized Scan option allows you to slow down manual and automatic feed and view each page as it is scanned.

   These options can be set on the Scan tab in the Configuration dialog box. For more information, see Scan Tab, page 65.

2. Close any currently displayed batches.
3. Prepare the paper documents for scanning. Document preparation requirements depend on the standards set for your company. Consult your AppXtender system administrator for guidelines. Some document preparation suggestions include:
   - Remove sticky notes, paper clips, and staples (if appropriate).
   - Ensure the documents are stacked with the correct orientation.
   - If you are using an automatic document feeder, ensure the pages to be scanned are in good enough condition to run through the feeder.
4. Feed the paper that you want to scan into the scanner.
5. In the Applications view, right-click the name of the application into which you want to scan a batch. A shortcut menu appears.
6. From the shortcut menu, select New Batch. The ApplicationXtender Image Capture dialog box appears.

Figure 25. ApplicationXtender Image Capture Dialog Box



7. In the Batch Name text box, enter a name for the batch.

   Note: You can enter the name of an existing batch to add pages to that batch. However, you cannot add pages to a batch that is being indexed in AppXtender. If you attempt to scan new pages into a batch that is being indexed, the batch creation fails.

8. Click OK. (If the Batch Name text box contains the name of an existing batch, AppXtender Image Capture opens that batch and appends the scanned images to that batch.) AppXtender Image Capture scans the batch and displays it in the Batch Display view.

   Note: While pages are being scanned, a Cancel button appears on the AppXtender Image Capture status bar. You can click Cancel at any time to stop scanning. Also, 30 seconds after each image has been fully scanned, it is automatically saved to the batch. This feature allows users on other workstations to begin indexing images soon after you scan them.

9. If necessary, you can rescan the page just scanned. Ensure the page is still displayed in the Batch Display view, and then from the Scan menu, select Rescan. The newly scanned page replaces the page scanned before it.

   Note: The Rescan feature does not replace the most recently scanned page if it is not displayed in the Batch Display view or if 30 seconds have passed since the image was scanned. To replace the page, delete it and then scan it again. For more information on deleting a page, see Deleting Pages, page 121. For more information on scanning a page, see Adding Pages to Batches, page 86.

Creating a Batch by File Selection

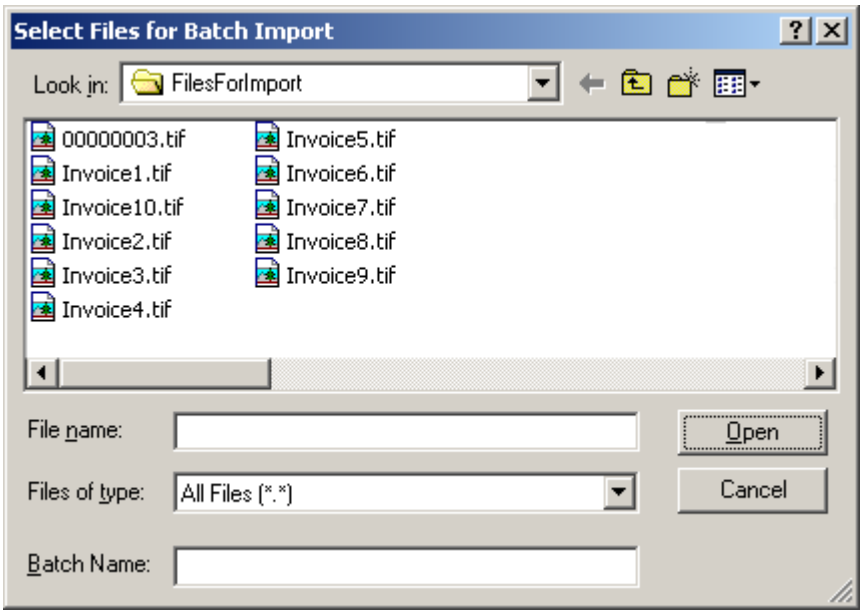
You can create a batch in ApplicationXtender Image Capture (AppXtender Image Capture) by selecting a group of files.

Note: When importing files into a batch, text files that are flagged as hidden or system are not imported.

To create a batch by file selection:

1. Ensure the appropriate application is active. The active application is in bold in the Applications view.
2. From the Batch menu, select Create. The Select Files For Batch Import dialog box appears.

Figure 26. Select Files For Batch Import Dialog Box



3. In the Batch Name text box, enter a batch name. You must enter a batch name to create a batch.

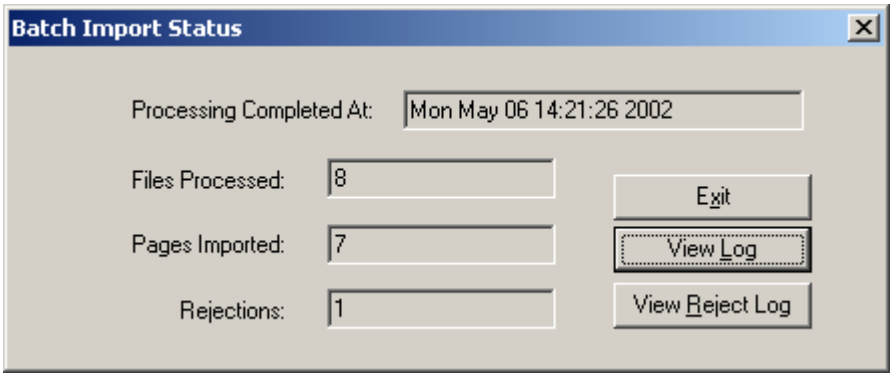
   Note: You can enter the name of an existing batch to add pages to that batch. However, you cannot add pages to a batch that is being indexed in AppXtender. If you attempt to use file selection to add pages to a batch that is being indexed, the batch creation fails.

4. Navigate to and select the files you want to import. (If you want to add a file of a foreign type, select All Files [*.*] from the Files of type list.) The selected file names are displayed in the File name text box.

   Note: To select two or more files in sequence, select the first file, then press and hold the [SHIFT] key while selecting the last file. To select two or more out of sequence, press and hold the [CTRL] key while selecting each file. Also, in the File name text box, you can enter the file name of each file you want to import. However, each file name *must* be enclosed in double quotes.

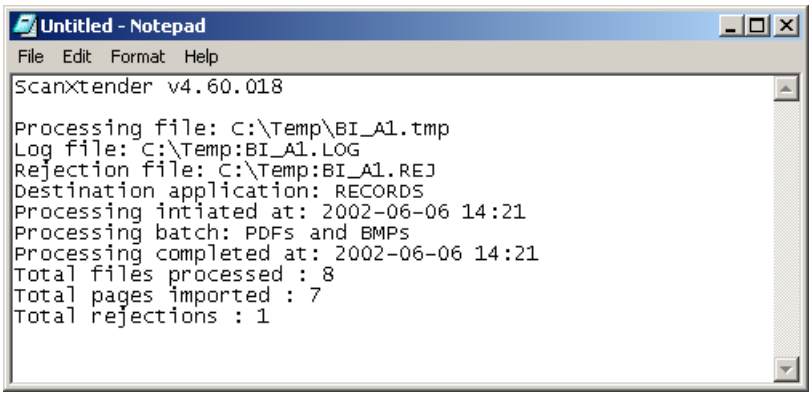
5. Click Open to import all selected or specified files. A message appears, indicating the progress of the batch import. This message is displayed until all files of the batch have been imported. Click Cancel at any time to cancel the batch import. When the import is complete, a Batch Import Status dialog box appears.

Figure 27. Batch Import Status Dialog Box



6. If you want to see a log of the import, click View Log. The batch creation log appears in Notepad.

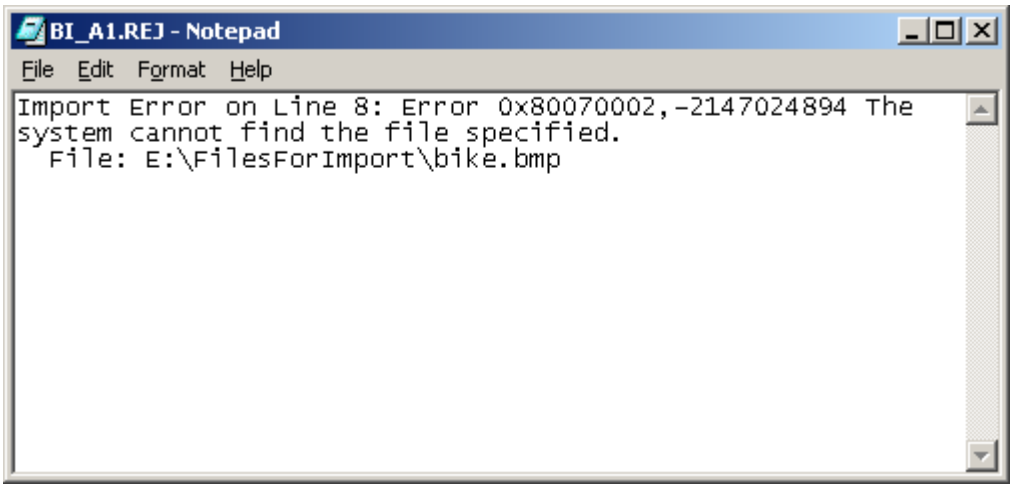
Figure 28. Batch Creation Log



Note: When importing a batch by file selection, AppXtender Image Capture places the resultant log and rejection file in the TEMP directory on the local drive (for example, C:\TEMP).

7. If any of the records were rejected and you want to see the reasons for the rejections, click View Reject Log. The batch rejection log appears in Notepad.

Figure 29. Batch Rejection Log


BI_A1.REJ - Notepad
File Edit Format Help
Import Error on Line 8: Error 0x80070002,-2147024894 The system cannot find the file specified.
File: E:\FilesForImport\bike.bmp

For information on displaying stored batches after they have been imported, see Displaying a Batch, page 81.

Creating Batches From a Batch Import File

You can create batches in ApplicationXtender Image Capture (AppXtender Image Capture) by creating and importing a batch import file (a list of files to be included in the batches).

Note: When importing files into a batch, text files that are flagged as hidden or system are not imported.

To create batches from a batch import file:

1. Create a text file referencing the files to be imported. You can import several batches at a time by grouping the imported files for a particular batch together in a file. For instructions, see Creating a Batch Import File, page 75.
2. Import the file you have created. For instructions, see Performing the Batch Import, page 79.

Creating a Batch Import File

A batch import file is a text file referencing the location of files for import. This file can be created in the Windows Notepad or in DOS. You can import multiple batches by including a description for each batch in the file. Each batch description should have two components: a unique name for the batch and a reference to each of the files to be imported.

- The name can be up to 32 alphanumeric characters long and needs to precede the file references to be included in that batch. Use a name that is unique for the application into which you intend to import the batch. If a batch is imported into an application that already has a batch by that name, then the new batch is appended to the existing batch.

  Note: If you are using the Create new batches when blank pages are detected option on the Scan tab of the Configuration dialog box, then each new batchis renamed with a hyphen and sequential number added to the end of the original batch name. If the original batch name already takes the full 32-characters, then the name is cropped to fit the necessary addition and the characters that were removed are replaced by a single tilde (~) symbol. For more information, see Creating New Batches Using Blank Page Separators, page 67.

- Each reference to a file location should include either one (in the case of single-page image, PDF, RTF, and HTML files) or two (in the case of all other files) "at" (@) symbols, followed by the path where the file can be found. When importing multi-page images, use one "at" symbol to import only the first page of the image, or two "at" symbols to import every page in the image. Volume labels can be referenced in place of directory paths to import files and images stored on removable media such as optical disks. Additionally, the asterisk (*) wildcard character can be used to import multiple files from a single location with one command line.

For details on formatting a batch import file, see the following topics:

- General Batch Import File Format, page 76
- Format for Referencing a Volume Label, page 78
- Format for Importing Multiple Files with a Single Command, page 78

Batch Import uses the image format settings from the Data tab of the Configuration dialog box. For information on configuring the image format settings, consult your AppXtender system administrator or refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

General Batch Import File Format

To successfully accomplish the import, the batch import file must be formatted correctly. One or two "at" (@) symbols should immediately precede a file name and path. The following table lists the file types that can be preceded by one "at" symbol (@) and the file types that must be preceded by two "at" symbols (@@):

Table 13. Using @ vs. Using @@

May Use One "at" Symbol (@)	Must Use Two "at" Symbols (@@)
• Single-page image types • PDF • Basic Windows RTF • HTM • Multi-page image files (if you want to import only the *first* page)	• Foreign files, including text files (even if they have been configured on the File Types tab of the Configuration dialog box) • Multi-page image files (if you want to import *every* page)

Note: To separate multi-page TIFF and DCX pages, the Separate multi-page TIFFs option in the Data tab of the Configuration dialog box must be enabled. Each page of the imported file becomes a page within the new AppXtender Image Capture batch. For information on configuring the separation of multi-page TIFF and DCX files, consult your AppXtender system administrator or refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Note: To import all pages of a multi-page TIFF or DCX file, you must use two "at" symbols (@@) before the file location, even if you have enabled the Separate Multi-page TIFFs option. If you use only one "at" symbol (@) before the file location, the first page of the file becomes a page of the new AppXtender Image Capture batch, but the remaining pages of the file are discarded.

Note: Multiple pages of GIF animation files cannot be imported into AppXtender Image Capture. The first page of the file becomes a page of the new AppXtender Image Capture batch, but the remaining pages of the file are discarded. AppXtender Image Capture does not support progressive JPEGs. Importing a progressive JPEG into AppXtender Image Capture results in the file being imported as a foreign file.

When AppXtender Image Capture processes a batch import file with file names preceded by two "at" symbols (@@), AppXtender Image Capture honors the file type mappings and image storage format settings for those file names. The following table explains the trade-off between using one "at" symbol or two:

Table 14. Trade-Off Between Using @ vs. Using @@

For This Scenario	Do This	Result
All the files listed in the batch import file are a format that is natively supported by AppXtender Image Capture.	Precede each file name and path with only one "at" symbol (@).	AppXtender Image Capture imports the file without checking the file type. Each file *must* be a natively supported file format.
Some of the files listed in the batch import file are a format that is natively supported by AppXtender Image Capture and some are not, and you do *not* have time to edit the batch import file.	Precede each file name and path with two "at" symbols (@@).	AppXtender Image Capture checks the file type and treats the file as the detected type (such as image, text, or foreign file format). The number of files that AppXtender Image Capture must check increases the import time.
Some of the files listed in the batch import file are a format that is natively supported by AppXtender Image Capture and some are not, and you *do* have time to edit the batch import file.	For each supported file, precede the file name and path with only one "at" symbol (@).	If one @ precedes the file name and path, AppXtender Image Capture imports the file without checking the file type.
	For each unsupported file, precede the file name and path with two "at" symbols (@@).	If two @@ signs precede the file name and path, AppXtender Image Capture checks the file type and treats the file as the detected type.
None of the files listed in the batch import file are a format that is natively supported by AppXtender Image Capture.	Precede each file name and path with two "at" symbols (@@).	AppXtender Image Capture checks the file type and treats the file as the detected type (in this case, foreign file format).

If the following example batch import file is imported, two batches are created (Images and Fiscal Year 1996):

```
Images

@c:\bitmaps\sailboat.bmp

@c:\tifs\desert.tif
```

```
Fiscal Year 1996
@@c:\1996\report.txt
@@c:\1996\report.doc
@c:\1996\chart.bmp
```

A batch named Images would contain two image files, SAILBOAT.BMP and DESERT.TIF. A batch named Fiscal Year 1996 would contain a text file (REPORT.TXT), a Microsoft Word document (REPORT.DOC), and an image (CHART.BMP).

Format for Referencing a Volume Label

A volume label can be used as the root of the file path in place of a drive letter, to allow for batch import from multiple pieces of media. If, for example, the images to be stored in AppXtender are located on several different optical disks, each of those disks can be referenced in the batch import file by the volume label on the disk. As references to different volume labels are found during the import, you are instructed to insert the correct media. Volume labels can be referenced by placing the name of the volume with a dollar sign in front, such as ***$VOLUME_NAME***, where the drive letter would normally be.

The following example of a batch description includes the volume label VOLUME_01:

```
Images
@$VOLUME_01\images\castle.bmp
@c:\images\sky.bmp
@c:\images\leaves.bmp
```

During import of this example batch import file, you would be prompted to mount the optical disk that has the volume label VOLUME_01, unless it was already mounted.

The removable media drive where the volume would be mounted must be added as a Volume Label Search Drive on the Paths tab of the Configuration dialog box for the AppXtender Image Capture workstation in order for AppXtender Image Capture to find the mounted volume. For instructions, refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Format for Importing Multiple Files with a Single Command

The asterisk (*) wildcard character can be used to import several files from a single location. Rather than entering a line in the batch import file for each file in the directory, files with similar names can be referenced with one command.

When you use the asterisk to replace some or all the letters, AppXtender Image Capture imports all the files in the referenced directory whose names contain the remaining pattern of letters. For example, if the filenames for all the financial reports in the directory C:\FINANCE\ begin with the word REPORT, placing the line "**`c:\finance\report*.*`**" in the batch import file would retrieve all those files. All files in a particular directory can be imported with one command by entering "**`*.*`**" in place of the filename.

The rules for using one or two "at" symbols (@) still apply when you are using wildcards. If you create a wildcard statement to import both supported and unsupported files, ensure it is preceded with two "at" symbols.

The following example batch import file uses the wildcard character:

```
Images

@$VOLUME_01\images\castle*.bmp

@c:\images\*.bmp

@c:\images\new\*.*
```

The first line after the batch name imports all bitmap files with the prefix CASTLE in the IMAGES directory on the disk labeled VOLUME_01. The second line imports all bitmap files in the C:\IMAGES directory. The third line imports all files in the C:\IMAGES\NEW directory.

Performing the Batch Import

As soon as a batch import file has been created, you can perform the import. AppXtender Image Capture reads the text file, creating a batch whenever it encounters a line in the file that does not begin with an @ symbol, and storing each of the successive files referenced in that batch.

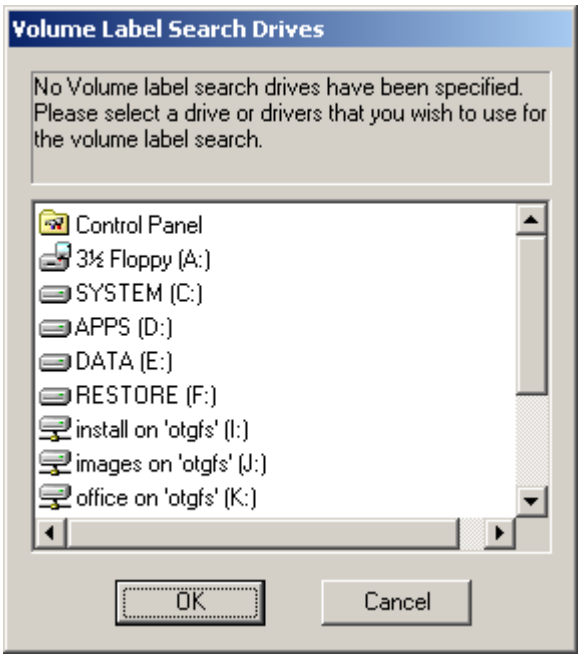
Note: You cannot add pages to a batch that is being indexed in AppXtender . If you attempt to use a batch import file to add pages to a batch that is being indexed, the batch creation fails.

To create a batch of imported pages:

1. Ensure the appropriate application is active. The active application is in bold in the Applications view.
2. From the Batch menu, select Import. The Select Batch Import File dialog box appears.
3. Navigate to the location of the batch import file and select the batch import file name. Click Open. A message appears, indicating the progress of the batch import. This message is displayed until all files of the batch have been imported. Click Cancel at any time to cancel the batch import.

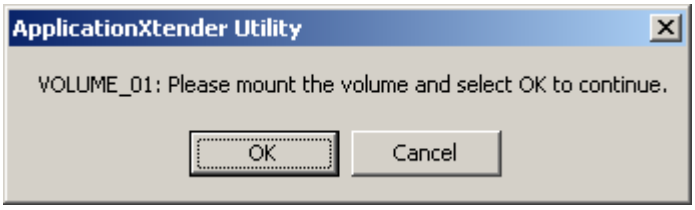
   If any of the files listed in the batch import file are referenced by a volume label, and if you have not specified a volume label search drive for the AppXtender Image Capture workstation, the Volume Label Search Drives dialog box appears.

Figure 30. Volume Label Search Drives Dialog Box


Volume Label Search Drives
No Volume label search drives have been specified. Please select a drive or drivers that you wish to use for the volume label search.
Control Panel
3½ Floppy (A:)
SYSTEM (C:)
APPS (D:)
DATA (E:)
RESTORE (F:)
install on 'otgfs' (I:)
images on 'otgfs' (J:)
office on 'otgfs' (K:)
OK
Cancel

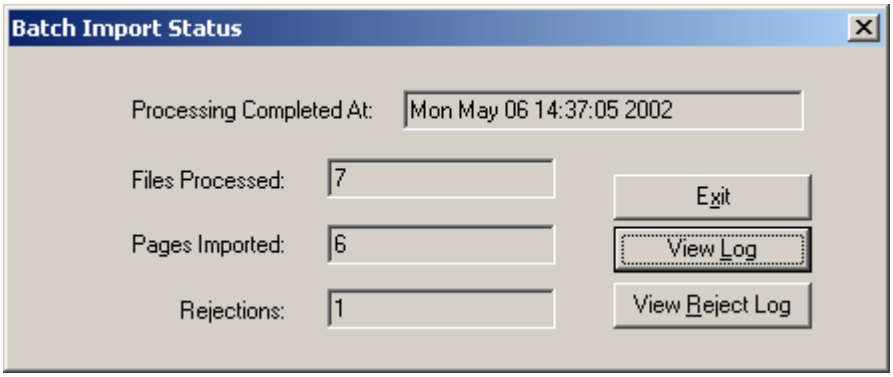
4. If the Volume Label Search Drives dialog box appears, select the drive letter of the drive on which you plan to mount the media to import and click OK. The ApplicationXtender Utility dialog box appears.

Figure 31. ApplicationXtender Utility Dialog Box



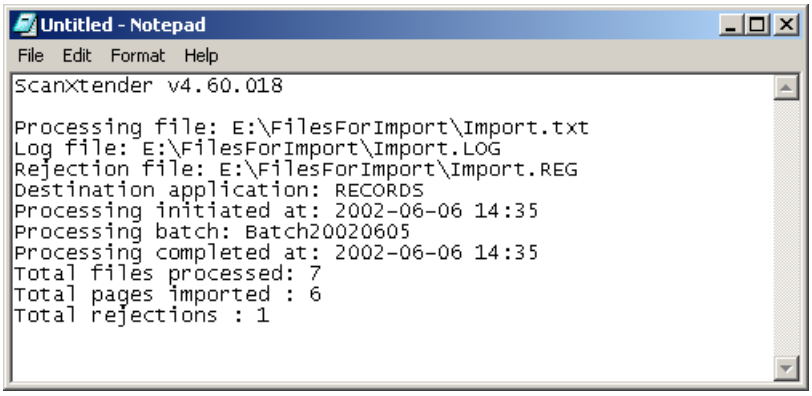
5. If the ApplicationXtender Utility dialog box appears, mount the specified volume and then click OK. When the import is complete, a Batch Import Status dialog box appears.

Figure 32. Batch Import Status Dialog Box



6. If you want to see a log of the import, click View Log. The batch import log appears in Notepad.

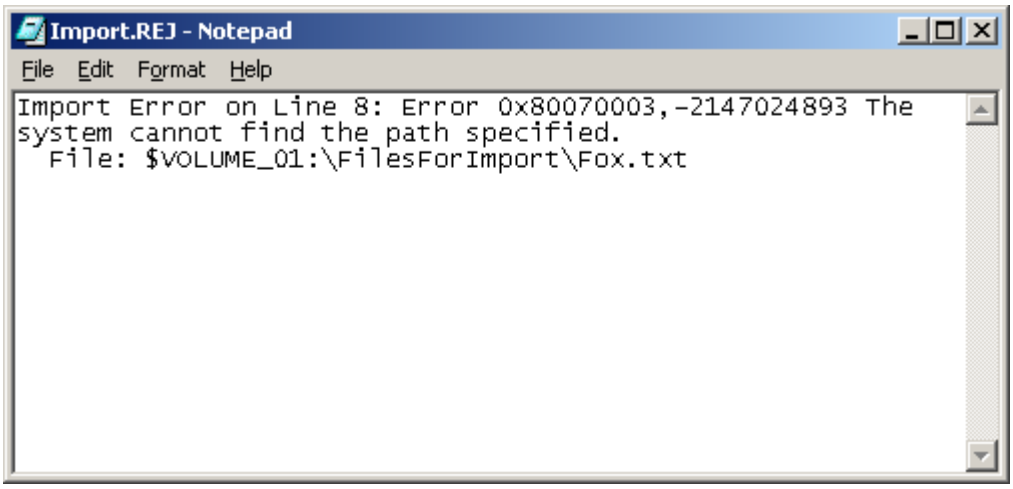
Figure 33. Batch Import Log



Note: When the batch import file you are importing is on a read-only media or drive, AppXtender Image Capture places the resultant log and rejection file in the TEMP directory on the local drive (for example, C:\TEMP).

7. If you want to see a list of rejected records and the reasons for the rejections, click View Reject Log. The batch import rejection log appears in Notepad.

Figure 34. Batch Import Rejection Log


Import.REJ - Notepad
File Edit Format Help
Import Error on Line 8: Error 0x80070003,-2147024893 The system cannot find the path specified.
File: $VOLUME_01:\FilesForImport\Fox.txt

For information on displaying stored batches, see Displaying a Batch, page 81.

Displaying a Batch

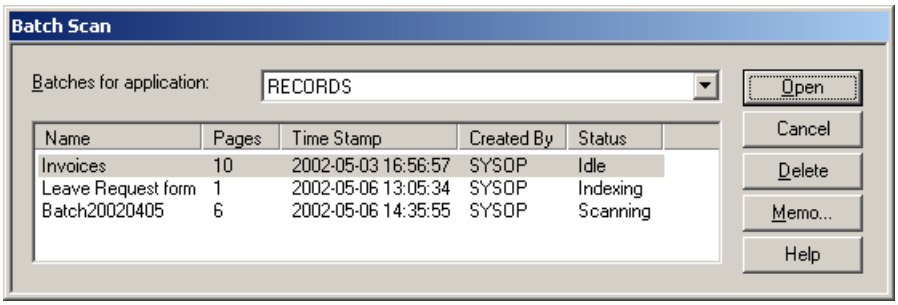
As soon as a batch has been created, you can display it in Batch Display view.

Note: AppXtender Image Capture 5.10 can be used to view batches created by releases of AppXtender Image Capture older than 5.10 as long as the batches have been released into AppXtender.

To display a batch:

1. In Applications view, right-click an application. A shortcut menu appears. From the shortcut menu, select Batch List. The Batch Scan dialog box appears.

Figure 35. Batch Scan Dialog Box



2. In the Batches for application drop-down list, select the application that contains the batch you want to display. A list of batches in the selected application appears in a table. The following table describes the information that is provided about each batch:

Table 15. Batch Scan Dialog Box Columns

Column	Description
Name	The name that was given to the batch upon creation.
Pages	The number of pages that the batch currently contains.
Time Stamp	The date and time at which the batch was created.
Created By	The user name of the user who created the batch, whether the batch was scanned or imported.
Status	The status of the batch: • Indexing: The batch is open in AppXtender. • Scanning: The batch is open in AppXtender Image Capture. • Idle: The batch is not open in either AppXtender or AppXtender Image Capture.

3. Double-click the row for the batch you want to display. The Batch Scan dialog box closes and the selected batch appears in Batch Display view.

Support for Viewing of Imported Files in AppXtender Image Capture

Files imported into AppXtender Image Capture are supported for viewing in the following ways:

- Using the native AppXtender Image Capture Viewer (For information, see Native AppXtender Image Capture File Support, page 83.)
- Using the AppXtender Web KeyView Component (For information, see ApplicationXtender Web Access KeyView Component File Support, page 83.)
- Using the embedded Office Viewer (For information, see Embedded Office Viewer File Support, page 85

Native AppXtender Image Capture File Support

AppXtender Image Capture supports several file formats natively. File formats that are supported natively display in the Batch Display view without need for an additional third-party viewer or any additional AppXtender Image Capture configuration. AppXtender Image Capture-supported file types include Bitmap files, TGA files, DCX files, GIF files, JPEG files, PCX files, various TIFF files, Rich Text Format (RTF) files, HTML files, and Adobe Portable Document Format (PDF) files.

All files that are not natively supported in AppXtender are referred to as "foreign files," both in this guide and in the AppXtender Image Capture interface.

Note: Multi-page TIFF and DCX files can be imported into AppXtender Image Capture. Each page of the imported file becomes a page within the new AppXtender Image Capture batch. Your workstation may be configured to store each multi-page TIFF file as one BIN file or many BIN files. For information, consult your AppXtender system administrator or refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Note: AppXtender Image Capture does not support progressive JPEGs or GIF animation files. Importing a progressive JPEG or a GIF animation file into AppXtender Image Capture results in the file being imported as a foreign file.

ApplicationXtender Web Access KeyView Component File Support

Several file formats not supported natively by AppXtender Image Capture are supported by the ApplicationXtender Web Access KeyView Component, which has been integrated with AppXtender Image Capture. When the AppXtender Web KeyView Component is enabled in the View tab of the AppXtender Image Capture Configuration dialog box, the contents of AppXtender Web KeyView Component-supported files are displayed in the Batch Display view without need for a third-party viewer.

The following table lists the foreign file types that can be viewed using AppXtender Web KeyView Component technology:

Table 16. AppXtender Web KeyView Component-Supported Foreign File Types

Format	Foreign File Type
Word Processing	Applix Words
	ASCII Text
	ANSI Text
	Autocad DXF & Export formats
	Folio Flat File
	HTML
	IBM DCA/RFT
	Lotus Ami Pro
	Lotus Word Pro
	Maker Interchange Format (MIF)
	Microsoft RTF
	Microsoft Word for Windows
	Microsoft Word Mac
	Microsoft Word PC
	Microsoft Works
	Microsoft Write
	Novell WordPerfect for DOS
	Novell WordPerfect for Mac
	Novell WordPerfect for Windows
	Unicode
	XyWrite for Windows
Spreadsheets	Applix Spreadsheets
	Corel Quattro Pro
	Lotus 1-2-3
	Microsoft Excel for Windows
	Microsoft Excel for Macintosh
	Microsoft Works Spreadsheet
Presentations	Applix Presents
	Corel Presentations
	Lotus Freelance
	Microsoft Powerpoint for Windows
	Microsoft Powerpoint for Macintosh
Graphics	AMI Draw Graphics (SDW)
	Applix Graphics

Format	Foreign File Type
	Computer Graphics Metafile (CGM)
	Corel Draw CDR (TIFF header)
	Encapsulated PostScript (TIFF header)
	Enhanced Metafile (EMF)
	FAppXtender Systems (TIFF CCITT)
	Graphics Interchange Format
	JPEG File Interchange Format
	Lotus Pic (PIC)
	Mac PICT (raster content)
	MacPaint (MAC)
	Microsoft Excel Charts
	Microsoft Windows Animated Cursor
	Microsoft Windows Bitmap (BMP)
	Microsoft Windows Cursor/Icon Graphics
	Microsoft Windows Metafile (WMF)
	PC PaintBrush (PCX)
	Portable Network Graphics (PNG)
	Sun Raster SGI RGB
	Tagged Image File Format (TIFF)
	Truevision Targa
	WordPerfect Graphics (WPG)

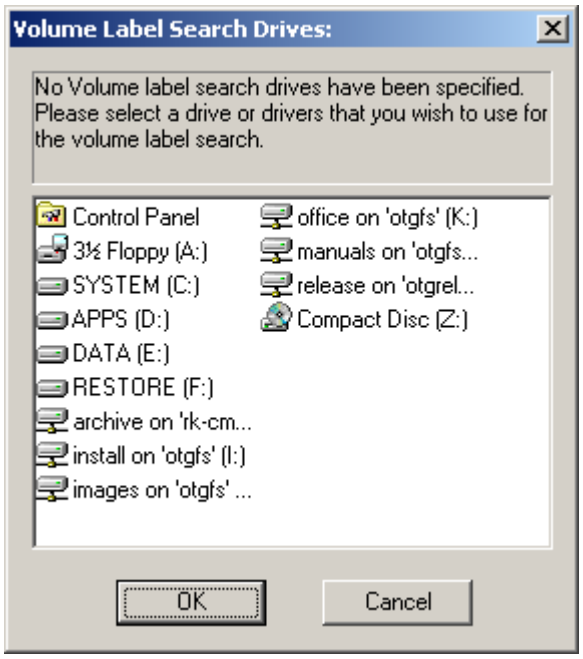
Embedded Office Viewer File Support

If the KeyView setting is enabled *and* Microsoft Office is installed on the computer, AppXtender Image Capture automatically displays supported Microsoft Office 2003 and 2007 documents in a native Office embedded window inside the Batch Display view. This capability, which is available for Word, Excel, PowerPoint, and Visio Office document formats, uses Microsoft Object Linking and Embedding (OLE) technology. Documents are displayed in read-only mode.

Viewing Batches from a Volume

If you attempt to open a batch which has been stored to a volume label search drive, the Volume Label Search Drives dialog box appears.

Figure 36. Volume Label Search Drives Dialog Box



To display the batch:

1. Select the drive in which the batch is stored.
2. Click OK. The batch is displayed.

Adding Pages to Batches

As soon as a batch has been created, additional pages can be attached as you require. Subsequent pages can be the same object type as the first page or any other object type. Pages can be inserted before or after the displayed page, or appended to the end of the active batch.

ApplicationXtender Image Capture (AppXtender Image Capture) has safeguards in place to prevent mismanagement of batch pages. Additional pages cannot be added to the wrong batch, because the desired batch must be displayed to add pages. The batch's title bar always shows the active page and total number of pages.

AppXtender Image Capture allows for various methods of input, such as a scanner, Clipboard, or import file, so there is no restriction on a batch's structure or content. The input methods are discussed further in the following topics:

- Deciding What Page Addition Method to Use, page 87
- Adding a Page by Scanning, page 87
- Adding a Page from the Windows Clipboard, page 89
- Adding a Page by Importing a File, page 90
- Adding a Page by Dragging a File, page 91

Deciding What Page Addition Method to Use

AppXtender Image Capture allows you to add pages to batches in many ways. The following table is intended to help you decide the best way to add a page to a batch:

Table 17. Deciding What Input Method to Use

If the Page You Want to Create is	Use this Method	For More Information, See
A paper document that is not yet in electronic format.	Scanning	Adding a Page by Scanning, page 87
The current contents of the Clipboard	Pasting from the Clipboard	Adding a Page from the Windows Clipboard, page 89
An electronic document that is one of the following: • In an image format supported in AppXtender Image Capture • A text file (*.TXT) • A Rich Text Format file (*.RTF) • A Hypertext Markup Language file (*.HTM or *.HTML) • An Adobe Portable Document Format (PDF) file (*.PDF) • In a format that is not natively supported by AppXtender Image Capture	Importing a file	Adding a Page by Importing a File, page 90, Or Adding a Page by Dragging a File, page 91
An electronic document that is an e-mail attachment in Microsoft Outlook or Microsoft Exchange.	Dragging a file	Adding a Page by Dragging a File, page 91

If you add a page to a batch by pasting from the Clipboard, by importing a file, or by dragging a file, your ability to view the resulting page depends on the type of file you have imported. For information, see Support for Viewing of Imported Files in AppXtender Image Capture, page 83.

Adding a Page by Scanning

Additional pages can be added from any scanner supported for use with ApplicationXtender Image Capture (AppXtender Image Capture). This topic describes the addition of a single page by scanner.

Scanned pages can be inserted before or after a displayed page, or appended to the end of a batch. For more information, see the following topics:

- Inserting a Scanned Page before the Current Page, page 88
- Inserting a Scanned Page after the Current Page, page 88
- Appending a Scanned Page to a Batch, page 88

Inserting a Scanned Page before the Current Page

You can scan a new page into a batch and add it as the previous page in the batch (before the currently displayed page).

To add a page before the current page by scanning:

1. Ensure the appropriate batch is currently displayed. For instructions, see Displaying a Batch, page 81.
2. From the Page menu, select New and then Scan. A shortcut menu appears. From the shortcut menu, select Insert Before. AppXtender Image Capture automatically scans the page and it appears as a new page in the Batch Display view.

Inserting a Scanned Page after the Current Page

You can scan a new page into a batch and add it as the next page in the batch (after the currently displayed page).

To add a page after the current page by scanning:

1. Ensure the appropriate batch is currently displayed. For instructions, see Displaying a Batch, page 81.
2. From the Page menu, select New and then Scan. A shortcut menu appears. From the shortcut menu, select Insert After. AppXtender Image Capture automatically scans the page and it appears as a new page in the Batch Display view.

Appending a Scanned Page to a Batch

You can scan a new page into a batch and add it as the last page in the currently displayed batch.

If you would like to scan in several pages at once and append all the pages to an existing batch, follow the procedure for creating a batch by scanning and enter the name of the existing batch when prompted for a batch name. For instructions, see Creating a Batch By Scanning, page 70.

To add a page to the end of the current batch by scanning:

1. Ensure the appropriate batch is currently displayed. For instructions, see Displaying a Batch, page 81.

2. From the Scan menu, select Scan Page. AppXtender Image Capture automatically scans the page and it appears as a new page in the Batch Display view.

Adding a Page from the Windows Clipboard

ApplicationXtender Image Capture (AppXtender Image Capture) allows for the sharing of data between programs using the Windows Clipboard. The contents of the Clipboard can be pasted into AppXtender Image Capture as a new page. Because the Clipboard holds any type of data, the new page can be an image; data from another application, such as Microsoft Word or PowerPoint; or even a page from a different AppXtender application.

Your ability to view the resulting page depends on the type of file you have copied and pasted. If AppXtender Image Capture supports the file type you copy and paste, the content of the file appears in the Batch Display view. Unsupported file types, or foreign file types, are represented in the Batch Display view by an icon (unless the AppXtender Web KeyView Component is enabled). AppXtender Image Capture stores foreign file types in their native file format. For more information, see Support for Viewing of Imported Files in AppXtender Image Capture, page 83.

Pages can be pasted before or after a displayed page, or appended to the end of a batch. For more information, see the following topics:

- Pasting a Page before the Current Page, page 89
- Pasting a Page after the Current Page, page 90
- Appending a Pasted Page to a Batch, page 90

Pasting a Page before the Current Page

You can add the new page as the previous page in the batch (before the currently displayed page).

To paste a page before the current page:

1. Move the desired data to the Windows Clipboard. Typically, this is performed through a program's Edit menu, and some programs have shortcuts to accomplish this function.
2. Ensure the appropriate batch is currently displayed. For instructions, see Displaying a Batch, page 81.
3. From the Page menu, select New and then Clipboard Paste. A shortcut menu appears. From the shortcut menu, select Insert Before.

   Note: If there is not a valid page in the Windows Clipboard, AppXtender Image Capture dims the Insert Before menu command, meaning it is not available for selection. If this is the case, verify that the data has been moved to the Clipboard successfully. The Clipboard viewer (supplied with Windows) can be used to view the contents of the Clipboard at any time.

The content of the Clipboard appears in the Batch Display view as a new page.

Pasting a Page after the Current Page

You can add the new page as the next page in the batch (after the currently displayed page).

To paste a page after the current page:

1. Move the desired data to the Windows Clipboard. Typically, this is performed through a program's Edit menu, and some programs have shortcuts to accomplish this function.
2. Ensure the appropriate batch is currently displayed. For instructions, see Displaying a Batch, page 81.
3. From the Page menu, select New and then Clipboard Paste. A shortcut menu appears. From the shortcut menu, select Insert After.

   Note: If there is not a valid page in the Windows Clipboard, AppXtender Image Capture dims the Insert After menu command, meaning it is not available for selection. If this is the case, verify that the data has been moved to the Clipboard successfully. The Clipboard viewer (supplied with Windows) can be used to view the contents of the Clipboard at any time.

The content of the Clipboard appears in the Batch Display view as a new page.

Appending a Pasted Page to a Batch

You can add the new page as the last page in the batch.

To paste a page to the end of the current batch:

1. Move the desired data to the Windows Clipboard. Typically, this is performed through a program's Edit menu, and some programs have shortcuts to accomplish this function.
2. Ensure the appropriate batch is currently displayed. For instructions, see Displaying a Batch, page 81.
3. From the Edit menu, select Paste.

   Note: If there is not a valid page in the Windows Clipboard, AppXtender Image Capture dims the Paste command, meaning it is not available for selection. If this is the case, verify that the data has been moved to the Clipboard successfully. The Clipboard viewer (supplied with Windows) can be used to view the contents of the Clipboard at any time.

The content of the Clipboard appears in the Batch Display view as a new page.

Adding a Page by Importing a File

You can create a page by importing an existing file. You can import any file type. Your ability to view the resulting page depends on the type of file you have imported. If AppXtender Image Capture supports the file type that you import, the content of the file appears in the Batch Display view. Unsupported file types, or foreign file types, are represented in the Batch Display view by an icon (unless the AppXtender Web KeyView Component is enabled). AppXtender Image Capture stores

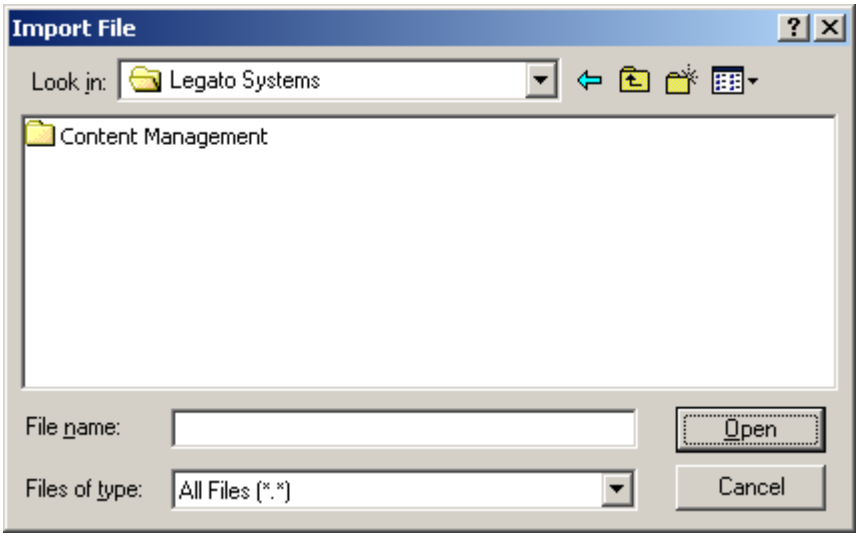
foreign file types in their native file format. For more information, see Support for Viewing of Imported Files in AppXtender Image Capture, page 83.

To add a page by importing a file:

1. Ensure the appropriate batch is currently displayed. For instructions, see Displaying a Batch, page 81.
2. From the Page menu, select New and then Import File. A shortcut menu appears.
3. You have the following choices:
   - If you want the new page to be added as the next page in the batch (after the currently displayed page), select Insert After.
   - If you want the new page to be added as the previous page in the batch (before the currently displayed page), select Insert Before.
   - If you want the new page to be added as the last page in the batch, select Append.

   The Import File dialog box appears, allowing selection of any file.

Figure 37. Import File Dialog Box



4. If you want to add a file of a foreign type, select All Files (*.*) from the Files of type list.
5. Navigate to and select the file you want to import and click Open. The new page appears in the Batch Display view.

Adding a Page by Dragging a File

You can create a page by dragging a file from another program, such as Microsoft Outlook, Microsoft Exchange, or Windows Explorer. You can drag any file type into AppXtender Image Capture. Your ability to view the resulting page depends on the type of file you have dragged. If AppXtender Image Capture supports the file type you drag, the content of the file appears in the Batch Display view. Unsupported file types, or foreign file types, are represented in the Batch Display view by an icon (unless the AppXtender Web KeyView Component is enabled). AppXtender Image Capture

stores foreign file types in their native file format. For more information, see Support for Viewing of Imported Files in AppXtender Image Capture, page 83.

To add a new page by dragging a file:

1. Ensure the appropriate batch is currently displayed. For instructions, see Displaying a Batch, page 81.
2. Drag the file from the other program and drop it in the AppXtender Image Capture Batch Display view. AppXtender Image Capture adds the page to the currently displayed batch (just before the displayed page) and displays the new page in the Batch Display view.

Chapter 4

Viewing and Managing Batches

This section explains the various batch viewing functions available in ApplicationXtender Image Capture, including displaying individual pages in multiple-page batches, page rotation, scaling, zoom (both in and out), and sticky view. The section also explains the batch management functions that are available in ApplicationXtender Image Capture, including the ability to edit batch memos and the ability to print, fax, and delete batches and batch pages.

- Introduction to Batches, page 69
- Selecting Pages to View within a Batch, page 94
- Viewing Multiple Batches and Pages, page 95
- Page View Functions Available for Multiple Page Types, page 96
- Viewing Specific Page Types, page 106
- Batch View Properties, page 110
- Page Information, page 117
- Editing the Memo for a Batch, page 118
- Printing or Faxing Pages and Regions, page 119
- Copying Pages, page 121
- Deleting Batches and Pages, page 121

Introduction to Batches

ApplicationXtender Image Capture offers a wide variety of display options. For example, you can easily switch from page to page, alter the display of a page's size and position, focus on one part of a page, or return to a desired page display format by default. AppXtender Image Capture supports standard interfaces, so special print or fax drivers are not necessary to use the print and fax functions.

Note: Only users with the Print privilege granted can perform operations that cause information to be "exported" from the AppXtender system. These operations include printing or faxing pages and regions. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Selecting Pages to View within a Batch

When you view a ApplicationXtender Image Capture (AppXtender Image Capture) batch with multiple pages, you can use AppXtender Image Capture page navigation commands to move from page to page and to view different parts of a page. You can use toolbar buttons, menu commands, or keystroke combinations to display specific pages in a batch.

When you display a batch, AppXtender Image Capture always displays the *last* page in the Batch Display view. (AppXtender, however, always displays the *first* page in the Batch Display view when you display a document.) If the batch has more than one page, the Next Page, Previous Page, and Go To Page functions can be used to move from page to page. You may choose from several different methods of accessing subsequent pages: the Batch menu, the keyboard, or the Image toolbar.

As you navigate from page to page, the title bar and status bar indicate the page number of the currently displayed page.

Note: If you are using Split View, the behavior of the Next Page and Previous Page commands depends on the current configuration of the PgUp/PgDn in Dual-Page View option on the Display tab of the Configuration dialog box. For information on this option, see PgUp/PgDn in Dual-Page View, page 64. For information on Split View, see Split View, page 95.

Next Page

To move forward one page:

- While any page of the batch is displayed, from the Batch menu, select Next Page.

Note: If the last page of the batch is currently displayed, the Next Page menu command displays the first page of the batch.

Previous Page

To move back one page:

- While any page of the batch is displayed, from the Batch menu, select Previous Page.

Note: If the first page of the batch is currently displayed, the Previous Page menu command displays the last page of the batch.

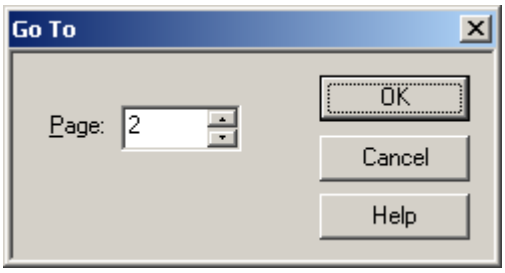
Go To Page

If there is more than one page in the batch, you can use the Go To Page dialog box to display a particular page.

To display a specific page within a multiple-page batch:

1. From the Batch menu, select Go To Page. The Go To dialog box appears.

Figure 38. Go To Dialog Box



2. In the Page text box, enter the page number of the page you want to display. You can either enter the number or use the arrow buttons to specify a page number.
3. Click OK. The page is displayed.

Viewing Multiple Batches and Pages

ApplicationXtender Image Capture (AppXtender Image Capture) can display multiple batches simultaneously. Using the Windows Tile and Cascade features, AppXtender Image Capture shows all open batches side-by-side or neatly stacked. You can also configure the Batch Display view to show multiple pages of the same batch simultaneously.

Cascade

The Cascade command cascades, or stacks, all displayed batch windows from the top left corner to the bottom right corner. The active batch is displayed on the top. If the Applications view is currently displayed as a window, it is included in the cascade.

To cascade all open windows:

- From the Window menu, select Cascade.

Tile

The Tile command shows all open batches side-by-side in the Batch Display view. If the Applications view is currently displayed as a window, it is included in the tile effect.

To tile open windows:

- From the Windows menu, select Tile. AppXtender Image Capture tiles all open windows. If there are three or fewer windows, the windows are tiled horizontally.

Split View

Split View splits the Batch Display view so that multiple pages of the same batch are displayed.

To enable split view:

- From the View menu, select Split Horizontally or Split Vertically.

To disable split view:

- From the View menu, select No Split.

Note: When you use Split View, the behavior of the Next Page and Previous Page commands depends on the current configuration of the PgUp/PgDn in Dual-Page View option in the Configuration dialog box. For information on this option, see PgUp/PgDn in Dual-Page View, page 64. For information on the Next Page and Previous Page commands, see Selecting Pages to View within a Batch, page 94.

Page View Functions Available for Multiple Page Types

The way pages appear in ApplicationXtender Image Capture (AppXtender Image Capture) and the viewing options available depend on the file type of the page. When you create a batch or add a page to an existing batch by scanning, the file type is always an image file type. When you create a batch or add a page by importing, the file type of each batch page depends on the native file format of the file you imported.

The following topics describe functions that can be used with multiple page types:

- Using Sticky View, page 57
- Using Zoom, page 98
- Using Rotate, page 101
- Using the Magnifier, page 101
- Using Scale-to-Gray, page 102
- Using Regions, page 102

The page types that allow each of these functions are listed at the beginning of each of these topics.

Note: You can determine the page type of most AppXtender Image Capture batch pages by looking at the Type value on the Information tab of the Image Information dialog box for the page. For details on viewing information about a page, see Page Information, page 117.

Using Sticky View

Sticky View means that AppXtender Image Capture can "remember" display settings (zoom, rotation, and scale-to-gray) for similar page types. For example, bi-tonal (black and white) pages can be "stuck" to open with certain zoom and rotation settings. A different Sticky View could be set for bitmaps. Sticky View can be helpful when scanning similar paper documents, by displaying the page at its actual size to facilitate monitoring the quality of the scan. AppXtender Image Capture automatically discerns which page type is displayed and responds with the appropriate settings.

You can use Sticky View with the following page types:

- Images
- Text (as defined in the File Types tab of the Configuration dialog box)
- OLE Objects (as defined in the File Types tab of the Configuration dialog box)

Note: For more information on the File Types tab of the Configuration dialog box, consult your system administrator or refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Sticky View is different from the default display configuration, which means the pages are not stored with the sticky settings; the pages appear in Sticky View simply for batch creation and retrieval. The sticky settings are in effect until Sticky View is turned off.

Sticky View applies the following settings:

- Zoom, as described in Using Zoom, page 98
- Rotation, as described in Using Rotate, page 101
- Scale-to-gray, as described in Using Scale-to-Gray, page 102

You can also save multiple sticky view settings for each image type and switch between each of the saved sticky view settings. For more information, see Saving Sticky View Settings, page 57 and Switching Sticky View Settings, page 97.

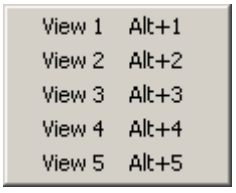
Switching Sticky View Settings

As soon as you have saved a sticky view setting, you can use the Switch View command to display a page using a Save Settings view, or the Sticky View button to cycle through each of the saved sticky view settings. Depending on the number of views saved, you can display a page with up to five different view settings. For information on saving views, see Saving Sticky View Settings, page 57.

To switch between sticky views from the View menu:

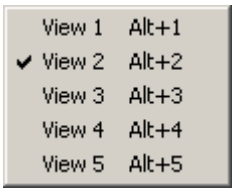
1. Display a page.
2. Select a sticky view setting. From the View menu, select Sticky View and then Switch View. The Switch View menu appears. Highlight the appropriate view (for example, View 1).

Figure 39. Switch View Menu



A check mark appears next to the selected view and the page appears with the selected sticky view setting.

Figure 40. Switch View Menu with the Selected View



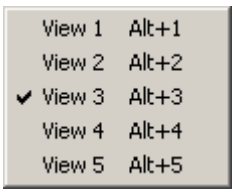
To switch between sticky views from the Image toolbar:

1. Display the page.
2. Click the arrow next to the Next Sticky View button on the Image toolbar.

Figure 41. Next Sticky View Button

The Sticky View drop-down menu appears with the currently saved sticky view settings enabled.

Figure 42. Sticky View Menu



3. Select a sticky view setting. AppXtender Image Capture displays the page using the selected sticky view setting.

Note: You can cycle through each of the sticky view settings by clicking the Next Sticky View button. If the last sticky view setting is displayed, clicking the Next Sticky View button displays the first available sticky view setting in the Sticky View menu.

Using Zoom

Zoom allows you to either focus precisely on a specific region of the page or view an entire page on the screen at one time. The Zoom feature enlarges or reduces the selected page to the next size in the zoom cycle. As soon as the largest size is reached, both the menu command for Zoom In and the Zoom In toolbar button are dimmed to indicate that further enlargement is not possible. Similarly, if the smallest size is reached, the Zoom Out menu command and toolbar button are dimmed.

You can set the default display scale in the Configuration dialog box. (For information on changing the default display scale in the Configuration dialog box, see Image Size Options, page 61.) When a batch is displayed in AppXtender Image Capture, the batch appears in this default scale. You can also change the scale for the currently displayed page only, without affecting the default display parameters. AppXtender Image Capture provides a wide variety of scaling options.

You can use Zoom with the following page types:

- Images
- Text (as defined in the File Types tab of the Configuration dialog box)
- OLE Objects (as defined in the File Types tab of the Configuration dialog box)

Note: For more information on the File Types tab of the Configuration dialog box, consult your system administrator or refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Zoom In

This option enlarges (or zooms in on) the displayed page by cycling through pre-set magnification levels.

To zoom in or enlarge the displayed page:

- From the View menu, select Zoom and then Zoom In.

Zoom Out

This option reduces the displayed size of (or zooms out on) the displayed page by cycling through pre-set magnification levels.

To zoom out or decrease the size of the displayed page:

- From the View menu, select Zoom and then Zoom Out.

Zoom To Percent

Like other Windows applications, AppXtender Image Capture allows you to select how big or how small you want the displayed page to appear. Zooming to 100%, for example, shows the displayed page at actual size. You can use this option to view varying amounts of detail on different pages.

To zoom the displayed page to a specific ratio:

- Right-click the page. A shortcut menu appears. From the shortcut menu, select a zoom ratio. The pre-set options range from 25% to 400%.

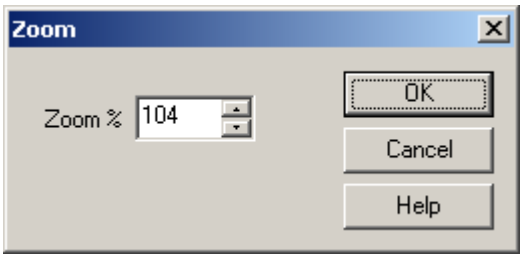
Zoom Percent

You can also apply a specific zoom percent to a displayed page. When this feature is accessed from the View menu, any changes to the zoom parameters apply to the displayed page only. (For information on setting the zoom percent default for all images, see View Tab, page 61.)

To define the zoom percentage for a page:

1. From the View menu, select Zoom and then Zoom Percent. The Zoom Percent dialog box appears. The zoom percent range is from 1% to 1600%.

Figure 43. Zoom Percent Dialog Box



2. In the Zoom % text box, enter the zoom percentage you want to apply. You can enter a value or you can use the up and down arrows to select the percentage.
3. Click OK. The selected zoom percent is applied to the page.

Fit to Window

The selected page can be scaled so the entire page fits in the Batch Display view.

To fit the entire displayed page within the window:

- From the View menu, select Zoom and then Fit To Window. The page adjusts so its entire height and width fit in the window.

Fit to Window Width

The selected page can be scaled so its entire width is visible in the Batch Display view.

To fit the displayed page's entire width within the window:

- From the View menu, select Zoom and then Fit To Window Width. The page adjusts so it fits the window left to right.

Fit to Window Height

The selected page can be scaled so its entire height is visible in the Batch Display view.

To fit the displayed page's entire height within the window:

- From the View menu, select Zoom and then Fit To Window Height. The page adjusts so it fits the window top to bottom.

Actual Size

The selected page can be scaled to its actual size. This means that each stored pixel is represented by a monitor pixel.

To display a page in its actual size:

- From the View menu, select Zoom and then Actual Size. The page adjusts so it appears in the window at actual size.

Using Rotate

The Rotate feature allows you to rotate pages and is especially useful when images were not saved in the proper orientation. You can use rotation with image page types.

Rotate Left

This command rotates the displayed page 90º to the left.

To rotate a displayed page to the left:

- From the View menu, select Rotate Left.

Rotate Right

This command rotates the displayed page 90º to the right.

To rotate a displayed page to the right:

- From the View menu, select Rotate Right.

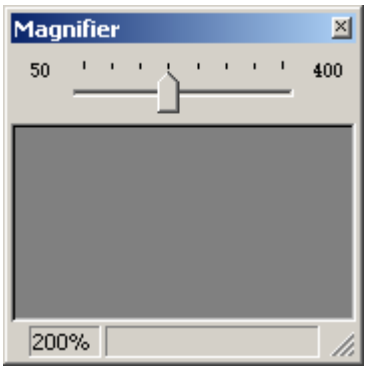
Using the Magnifier

AppXtender Image Capture provides a Magnifier feature that allows you to pinpoint an area of an image to zoom. When the Magnifier button is selected, the mouse pointer becomes a magnifier and a click of the mouse displays the selected page region in the Magnifier dialog box. You can use the Magnifier with image page types.

To use the Magnifier:

1. From the View menu, select Zoom and then Magnifier. The Magnifier dialog box appears, and the mouse pointer changes to a magnifying glass.

Figure 44. Magnifier Dialog Box



2. You have the following choices:
   - Click the image in the area you want to magnify. A dotted rectangle appears where you clicked and the image within that rectangle is magnified in the Magnifier dialog box.
   - Drag the mouse pointer over the image. The mouse pointer changes to include a dotted rectangle. As you drag the pointer, the image within the dotted rectangle is magnified in the Magnifier dialog box. When you release the mouse button, the dotted rectangle remains on the image and the image within that rectangle remains magnified in the Magnifier dialog box.
3. You can change the zoom percent in the Magnifier dialog box.
   - To increase the magnification, slide the arrow to the right.
   - To decrease the magnification, slide the arrow to the left.

   The display in the Magnifier window changes to reflect the new magnification.

Using Scale-to-Gray

A selected bi-tonal (black and white) page can be scaled to gray to increase readability. You can use Scale-To-Gray only with bi-tonal image page types.

To increase readability:

- From the View menu, select the Scale-to-Gray option.

Using Regions

You can select regions of an image or text page and process those regions in many ways. You can also print a region. For more information, see Printing or Faxing a Region, page 120.

You can use regions with the following page types:

- Images
- Text (as defined in the File Types tab of the Configuration dialog box)

Note: For more information on the File Types tab of the Configuration dialog box, consult your system administrator or refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Enabling Select Mode

When pages are first displayed in AppXtender Image Capture, the view mode is defaulted to Pan mode. Pan mode viewing is identified by the AppXtender Image Capture cursor appearing as a hand in the interface. To select a region of a page for processing, change the AppXtender Image Capture page-viewing mode from Pan to Select.

To change page view mode from Pan to Select:

- If the page currently displayed is in Pan mode, click the Pan Mode button in the Image toolbar.

Figure 45. Pan Mode Button

The button is "disabled" and the cursor, when placed over the displayed page, changes to an arrow.

To return page view mode from Select to Pan:

- If the page currently displayed is in Select mode, click the Pan Mode button in the Image toolbar. The button is "enabled" and the cursor, when placed over the displayed page, changes to a hand.

Drawing a Region

When you draw a region, you are selecting a region for processing. You can draw a region on the following page types:

- Images
- Text (as defined in the File Types tab of the Configuration dialog box)

Note: For more information on the File Types tab of the Configuration dialog box, consult your system administrator or refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

To draw a region:

1. Ensure Pan Mode is disabled. For information, see Enabling Select Mode, page 103.
2. Drag the pointer over the region you want to select. As you drag the pointer, it draws a rectangle and highlights the area within the rectangle in green. This rectangle is the selected region.

Magnifying a Region

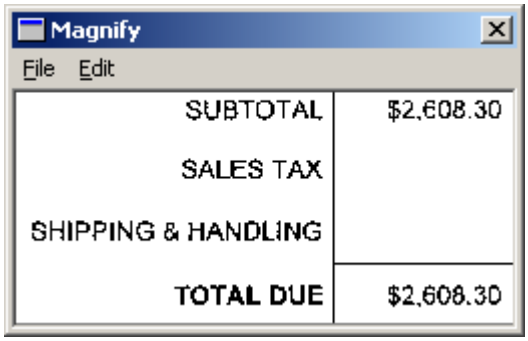
The Magnify Region feature allows you to focus on one region of an image and to enlarge it for better viewing or manipulation. You can magnify a region on image page types.

To magnify a region:

- Right-click the highlighted region. A shortcut menu appears. From the shortcut menu, select Magnify.

If Magnify is selected, the region appears with its enlarged view in a Magnify window. The Magnify window has its own menu bar, with File and Edit commands.

Figure 46. Magnify Window



You have several choices. The following table describes commands that you can use in the File menu and Edit menu of the Magnify window:

Table 18. Magnify Window Menu Commands

To Do This	From This Magnify Menu	Select This Command
Save the magnified region to a separate file. (Print privilege is required.)	File	Save As
Print the magnified region. (Print privilege is required.)	File	Print
Exit the Magnify window.	File	Exit
Copy the region to the Windows Clipboard. (Print privilege is required.)	Edit	Copy
Preserve the magnified region's original height/width ratio.	Edit	Keep Aspect Ratio
Display information about the magnified region, such as size, width, and height.	Edit	Information

Note: Only users with the Print privilege can perform operations that cause information to be "exported" from the AppXtender system. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Copying a Region to the Clipboard

If you have the Print privilege, you can copy a region on the following page types:

- Images
- Text (as defined in the File Types tab of the Configuration dialog box)

Note: For more information on the File Types tab of the Configuration dialog box, consult your system administrator or refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

When you copy a region to the Clipboard, you copy the data in that region in its native format.

To copy a region to the Windows Clipboard:

1. Right-click the highlighted region. A shortcut menu appears.
2. You have the following choices:
   - From the shortcut menu, select Copy. The image in the selected region is copied to the Windows Clipboard.
   - From the shortcut menu, select Cut. The image in the selected region is copied to the Windows Clipboard and the region is cleared.

For information on using the contents of the Windows Clipboard to create new pages in AppXtender Image Capture, see Adding a Page from the Windows Clipboard, page 89.

Note: Only users with the Print privilege can perform operations that cause information to be "exported" from the AppXtender system. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Clearing Regions

When you clear a region, you clear the selection of that region. When you clear all regions, you clear the selection of any regions selected on the page. You can clear a region on the following page types:

- Images
- Text (as defined in the File Types tab of the Configuration dialog box)

Note: For more information on the File Types tab of the Configuration dialog box, consult your system administrator or refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

To clear regions:

1. Right-click the highlighted region. A shortcut menu appears.
2. You have the following choices:
   - From the shortcut menu, select Clear All Region(s). All the regions on the page are cleared.
   - From the shortcut menu, select Delete. The region is cleared.

Note: The Delete command does *not* change or remove pixels from the image.

Viewing Specific Page Types

For each of the specific page types, ApplicationXtender Image Capture (AppXtender Image Capture) has functionality that is exclusively available with that page type. For information on viewing options that are only available for specific page types, see the following topics:

- Viewing Text Pages, page 106
- Viewing Foreign Files, page 107

Viewing Text Pages

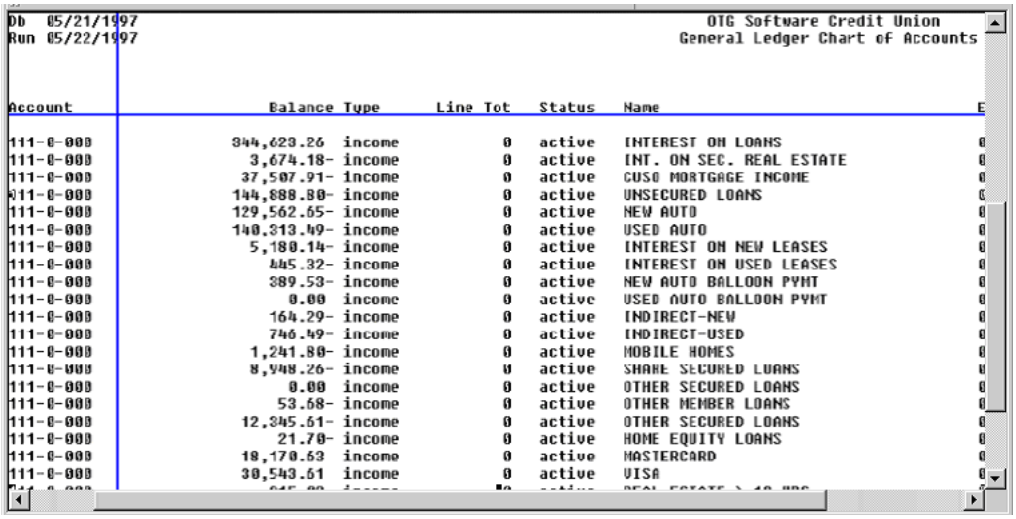
AppXtender Image Capture allows you to partition a text page vertically or horizontally, creating a non-scrollable title region. Data above a horizontal title and data to the left of a vertical title becomes stationary, while the data below or to the right of the title can still be browsed.

Using this feature, a line of existing text can be transformed into a title (or heading) for the text below. This feature can be useful in cases where the headings for lengthy columns normally scroll off the screen as you move down the page. Setting a title directly below those headings keeps them in place even when displaying data several screens below.

To lock a title on a page:

1. Display the appropriate page.
2. Enable Pan Mode (if necessary) by clicking the Pan Mode button on the toolbar. When Pan Mode is enabled, this button should appear pushed in, and the cursor, when placed over the displayed page, becomes a hand.
3. Right-click the area where you want to apply the title lock. A shortcut menu appears.
4. From the shortcut menu, select Set Horizontal Title, Set Vertical Title, or Set Horizontal and Vertical Title. AppXtender Image Capture adds a blue line indicating the location of the title. Text to the left of vertical titles or above horizontal titles does not scroll.

Figure 47. Title Lock


Db 05/21/1997
Run 05/22/1997
OTG Software Credit Union
General Ledger Chart of Accounts
Account
Balance Type
Line Tot
Status
Name
111-0-000 344,623.26 income 0 active INTEREST ON LOANS
111-0-000 3,674.18- income 0 active INT. ON SEC. REAL ESTATE
111-0-000 37,507.91- income 0 active CUSO MORTGAGE INCOME
111-0-000 144,888.80- income 0 active UNSECURED LOANS
111-0-000 129,562.65- income 0 active NEW AUTO
111-0-000 140,313.49- income 0 active USED AUTO
111-0-000 5,180.14- income 0 active INTEREST ON NEW LEASES
111-0-000 445.32- income 0 active INTEREST ON USED LEASES
111-0-000 389.53- income 0 active NEW AUTO BALLOON PYMT
111-0-000 0.00 income 0 active USED AUTO BALLOON PYMT
111-0-000 164.29- income 0 active INDIRECT-NEW
111-0-000 746.49- income 0 active INDIRECT-USED
111-0-000 1,241.80- income 0 active MOBILE HOMES
111-0-000 8,948.26- income 0 active SHARE SECURED LOANS
111-0-000 0.00 income 0 active OTHER SECURED LOANS
111-0-000 53.68- income 0 active OTHER MEMBER LOANS
111-0-000 12,345.61- income 0 active OTHER SECURED LOANS
111-0-000 21.70- income 0 active HOME EQUITY LOANS
111-0-000 18,170.63 income 0 active MASTERCARD
111-0-000 30,543.61 income 0 active VISA

To clear a title lock:

- Right-click the page. A shortcut menu appears. From the shortcut menu, select Clear Title.

Note: Titles remain in place if the batch is minimized, but clear when you navigate to another page or when you close the batch.

Viewing Foreign Files

Typically, AppXtender Image Capture-supported foreign files are displayed in the Batch Display view as icons. However, when you enable the KeyView Viewer feature, AppXtender Image Capture can display the contents of a foreign file. This feature allows you to access the contents of the file without a third-party viewer. If you want to view the contents of a Microsoft Word file, for example, you do not need to have a viewer (such as Microsoft Word) installed on the computer.

Note: If the KeyView setting is enabled *and* Microsoft Office is installed on the computer, AppXtender Image Capture automatically displays supported Microsoft Office 2003 and 2007 documents in a native Office embedded window inside the Batch Display view. Refer to Embedded Office Viewer File Support, page 85 for more information.

When the content of an AppXtender Image Capture-supported foreign file is displayed, you can launch the foreign file in its native application. For more information, see Launching Foreign Files, page 109.

You can also access page information about a foreign file from a shortcut menu, if the foreign file is displayed as an icon. For details on viewing information about a page, see Page Information, page 117.

For a list of the foreign files that can be viewed using the KeyView Viewer feature, see ApplicationXtender Web Access KeyView Component File Support, page 83.

Configuring a Viewer for Foreign Files

An option on the View tab of the AppXtender Image Capture Configuration dialog box controls which viewer is used to display foreign files in the Batch Display view. If you enable the Use KeyView to display foreign files option and Microsoft Office is installed on the computer, supported Microsoft Office 2003 and 2007 documents are automatically displayed in a native Office embedded window inside the Batch Display view. Documents are available in read-only mode. If this option is enabled but Microsoft Office is not installed on the computer, AppXtender Image Capture displays foreign files using the KeyView Viewer. If you disable the KeyView option, AppXtender Image Capture displays foreign files as icons.

To configure foreign file display:

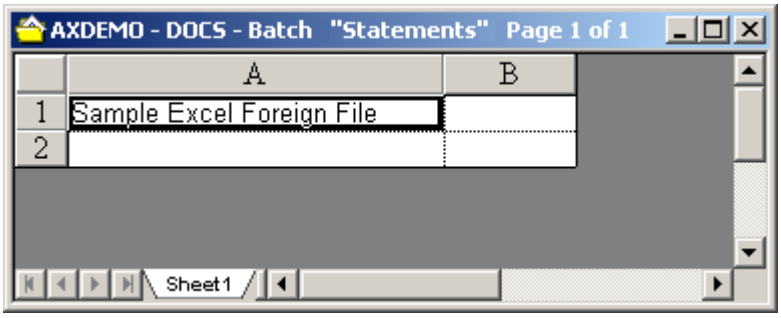
1. From the File menu in AppXtender Image Capture, select Configuration. The AppXtender Image Capture Configuration dialog box appears.
2. Click the View tab to activate it.
3. You have the following choices:
   - To use the KeyView Viewer to view foreign files, enable the Use KeyView to display foreign files option. For instructions, see Viewing Foreign Files with the KeyView Viewer, page 108.

     Note: If Microsoft Office is installed on the computer, enabling this option causes AppXtender Image Capture to display supported Microsoft Office 2003 and 2007 documents in a native Office embedded window instead of using the KeyView Viewer. Refer to Embedded Office Viewer File Support, page 85 for more information.
   - To view foreign files as icons, disable the Use KeyView to display foreign files option. For instructions, see Viewing Foreign Files as Icons, page 109.

Viewing Foreign Files with the KeyView Viewer

When you view a foreign file using the KeyView Viewer, the contents of the file appear in the Batch Display view.

Figure 48. Foreign File Displayed Using the KeyView Viewer



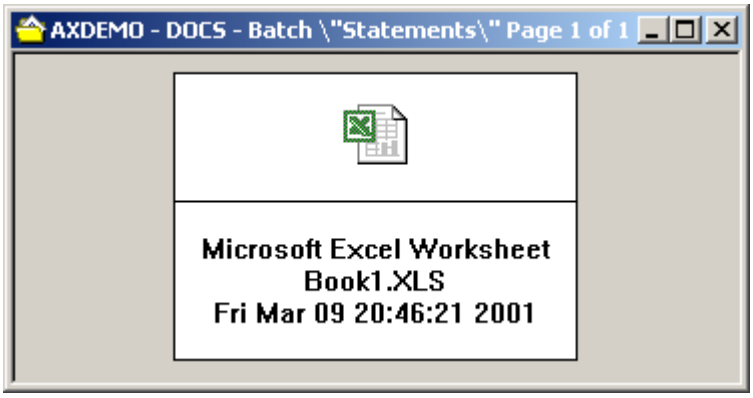
When you display foreign files with the KeyView Viewer, you can launch the foreign file in its native application. For instructions, see the following topics:

- Launching Foreign Files, page 109
- Page Information, page 117
- Batch View Properties, page 110

Viewing Foreign Files as Icons

When you do not enable use of the KeyView Viewer with foreign files, an icon represents the file in the Batch Display view.

Figure 49. Foreign File Displayed as an Icon



When foreign files are displayed as icons, you can access page information or batch view properties from the Batch Display view. You can also launch the foreign file in its native application. For instructions, see the following topics:

- Launching Foreign Files, page 109
- Page Information, page 117
- Batch View Properties, page 110

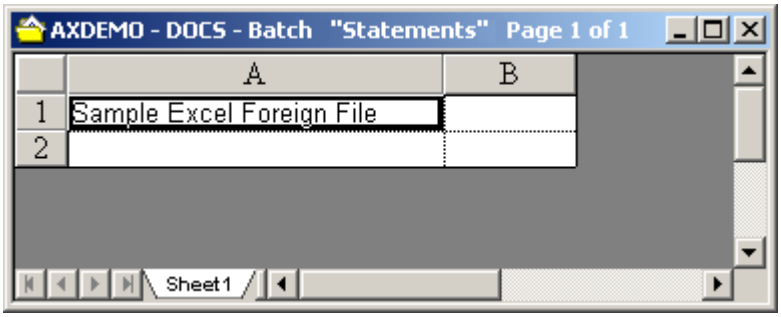
Launching Foreign Files

You can launch a foreign file to view it in the source application for the foreign file as long as you have the source application installed on the computer. However, when you launch foreign files from AppXtender Image Capture, any changes that you make to the file in the source application are not saved in AppXtender Image Capture.

To launch a foreign file:

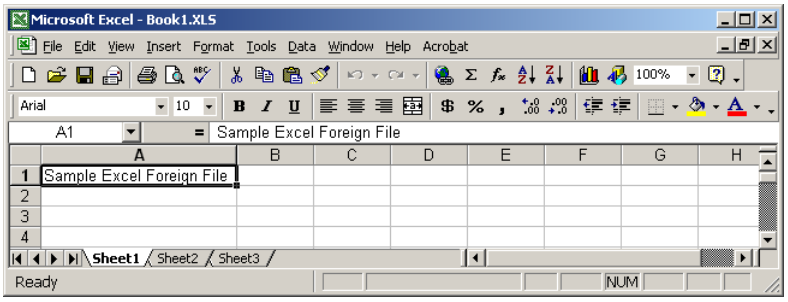
- From the Page menu, select Launch Foreign File.

Figure 50. Foreign File in AppXtender Image Capture



The source application for the foreign file opens.

Figure 51. Foreign File in Source Application



Closing a Foreign File

To close the foreign file and return to the Batch Display view:

- From the File menu for the source application, select Exit.

Batch View Properties

ApplicationXtender Image Capture (AppXtender Image Capture) allows you to modify the view properties of a displayed page. The AppXtender Image Capture Configuration dialog box allows you to set default parameters that are used when displaying a batch or page in AppXtender Image Capture. However, you can use the Properties dialog box to customize the page display for only the displayed page. There are four tabs in the Properties dialog box – General, Image, Text, and OCR.

Each tab has options that allow you to customize the view for the displayed page. The following topics detail each tab:

- General Tab, page 111
- Image Tab, page 113
- Text Tab, page 115

Note: This feature is available for foreign files displayed as icons, but not for foreign files displayed with KeyView. For instructions on displaying foreign files as icons, see Configuring a Viewer for Foreign Files, page 108. Also, the options on the OCR tab are not available for AppXtender Image Capture.

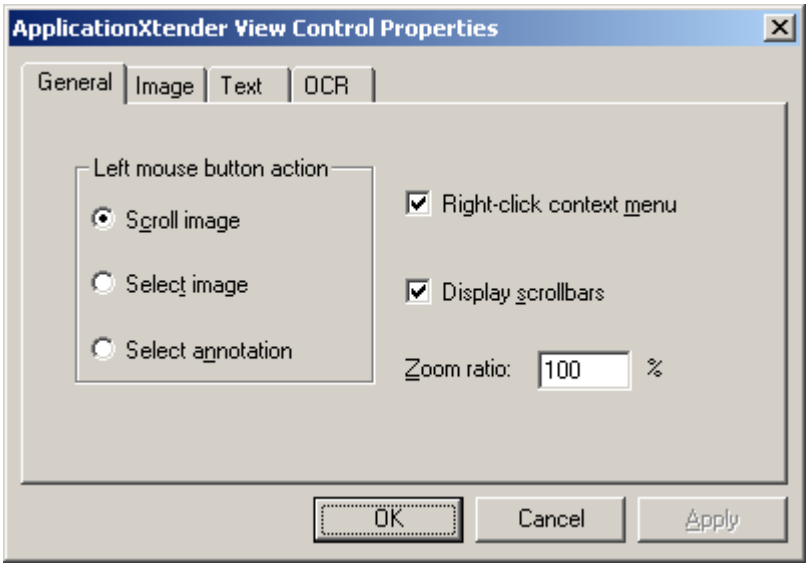
General Tab

The General tab allows you to configure mouse action and batch display options.

To configure mouse action and batch display for a page:

1. Right-click the page. A shortcut menu appears.
2. From the shortcut menu, select Properties. The Properties dialog box appears.
3. Click the General tab.

Figure 52. ApplicationXtender View Control Properties – General Tab



4. Enable the options you want to use. The following table provides details on each option.

Table 19. ApplicationXtender View Control Properties - General Tab Options

To Do This	Do This	Default Status
Make the mouse pointer into a scrolling device so that you can drag the image in Batch Display view to a new position.	Enable the Scroll image option.	Enabled
Make the mouse a selection tool so that you can draw regions around all or a part of the image in Batch Display view for processing.	Enable the Select image option.	Disabled
Make the mouse a selection tool so that you can select annotations for processing.	Enable the Select annotation option.	Disabled
Do not allow the shortcut menu to appear when you right-click a batch in the display view (default).	Uncheck the Right-click context menu option.	Disabled
Allow the shortcut menu to appear when you right-click a batch in the display view (after it has been disabled).	Close the displayed batch and re-open.	Enabled
Allow the horizontal or vertical scrollbars to display in Batch Display view.	Enable the Display scrollbars option.	Enabled
Specify the zoom ratio for the image in Batch Display view.	In the Zoom ratio text box, enter a value.	Current zoom ratio

Some of these options can be implemented more easily with toolbar buttons. The following table lists these options and their corresponding toolbar buttons:

Table 20. ApplicationXtender View Control Properties - General Tab Options

Option	Toolbar Button	For More Information, See
Scroll image		Batch Display View, page 37
Select image		Using Regions, page 102

Option	Toolbar Button	For More Information, See
Select annotation		Chapter 5, Annotations
Zoom ratio		Using Zoom, page 98

5. When all desired options have been selected/deselected, you have the following choices:
   - Click OK to save changes and exit the dialog box.
   - Click Cancel to exit without saving changes.
   - Click Apply to save changes without exiting the dialog box.

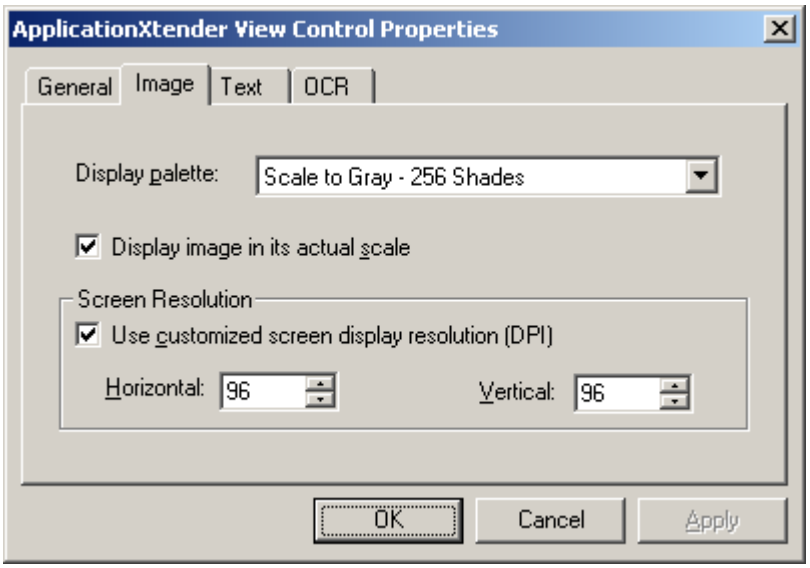
Image Tab

The Image tab provides display and screen resolution options for the current page, if it is an image.

To configure display and screen resolution for an image:

1. Right-click the page. A shortcut menu appears.
2. From the shortcut menu, select Properties. The Properties dialog box appears. Click the Image tab.

Figure 53. ApplicationXtender View Control Properties – Image Tab



3. Enable the options you want to use. The following topics describe each option:
   - Display Palette, page 114
   - Display Image in its Actual Scale, page 115
   - Screen Resolution, page 115
4. When all desired options have been selected/deselected, you have the following choices:
   - Click OK to save changes and exit the dialog box.
   - Click Cancel to exit without saving changes.
   - Click Apply to save any changes you have made without exiting the dialog box.

Display Palette

The Display palette drop-down list provides options for viewing the image in various palettes. Keep in mind that image size, image clarity, and file size increase with the number of colors in a palette. Also, keep in mind that file processing slows as file size increases.

For a color image, you have the following choices:

- Median Cut Palette
- Fixed Palette
- 3-3-2 Palette
- Thumbnail Palette
- 1-1-1 Palette
- Monochrome Palette
- Bayer - Monochrome
- Bayer - 4 Gray Shades
- Bayer - 16 Gray Shades
- Bayer - Fixed Palette
- Bayer - 3-3-2 Palette
- Bayer - 1-1-1 Palette

- 16 Gray Shades Palette
- 256 Gray Shades Palette
- Floyd/Steinberg - Monochrome
- Floyd/Steinberg - 4 Gray Shades
- Floyd/Steinberg - 16 Gray Shades

For a bi-tonal (black and white) image, you have the following choices:

- Monochrome Palette
- Scale to Gray - 16 Shades
- Scale to Gray - 256 Shades

Display Image in its Actual Scale

A check mark in this box allows the image to be scaled to its actual size. (This option can be implemented more easily with a menu command. For information, see Actual Size, page 101.)

Screen Resolution

This option is available only when you enable the Display image in its actual scale option. If you enable the Use customized screen display resolution (DPI) option, AppXtender Image Capture allows you to designate customized horizontal or vertical settings. (The default values in the Horizontal and Vertical boxes depend on the settings in the Display tab of the AppXtender Image Capture Configuration dialog box. For more information, see Screen DPI, page 64.)

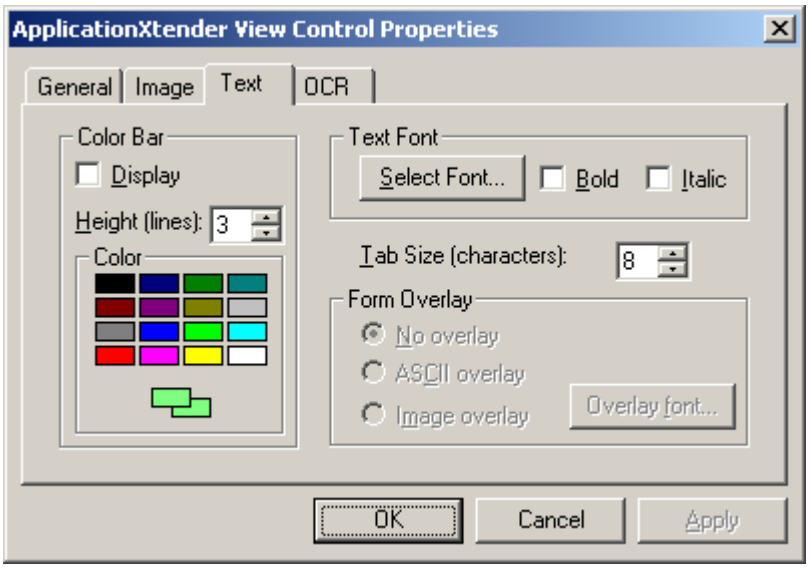
Text Tab

The Text tab provides various display options for the text pages in the current batch.

To configure display options for the text pages in a batch:

1. Right-click the batch. A shortcut menu appears.
2. From the shortcut menu, select Properties. The Properties dialog box appears. Click the Text tab.

Figure 54. ApplicationXtender View Control Properties – Text Tab



3. Enable the options you want to use. The following table provides information on each option.

Table 21. ApplicationXtender View Control Properties - Text Tab Options

Option	Function
Display	Select this option to display the text pages with a color bar background (helps make text information in columns more readable).
Height (lines)	To configure the height of each color bar, enter the number of lines to display with the selected color.
Select Font	Select the font type for text page display.
Bold	Select this option to display font in bold.
Italic	Select this option to display font in italics.
Tab Size	Enter a number or use the arrows to enter the number of characters for tab settings within a text page. Tabs are automatically set at intervals of that length within the text page.

4. When all desired options have been selected/deselected, you have the following choices:
   - Click OK to save changes and exit the dialog box.
   - Click Cancel to exit without saving changes.
   - Click Apply to save any changes you have made without exiting the dialog box.

Page Information

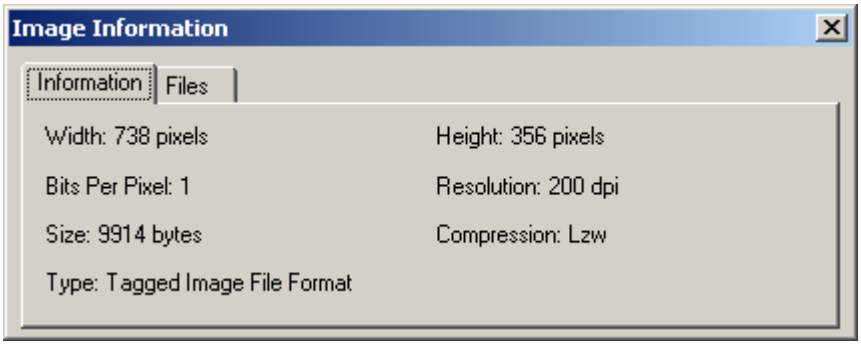
ApplicationXtender Image Capture (AppXtender Image Capture) supplies valuable information for every page of a batch. This can be useful in determining the size of a particular image, for example, or the page storage location.

Note: This feature is available for foreign files displayed as icons, but not for foreign files displayed with KeyView. For instructions on displaying foreign files as icons, see Configuring a Viewer for Foreign Files, page 108.

To view information about a page:

1. Display the page in AppXtender Image Capture.
2. Right-click the page. A shortcut menu appears. From the shortcut menu, select Information. The Information dialog box appears.

Figure 55. Information Tab



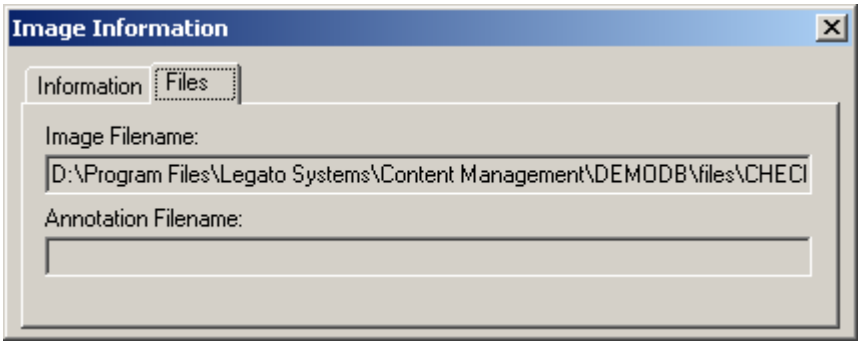
The Information tab provides the following details:

Table 22. Image Information - Information Tab Description

Information	Description
Width	Number of pixels or characters being used for width of page.
Height	Number of pixels or lines being used for height of page.
Bits Per Pixel	Number of bits for each pixel.
Resolution	Resolution of the page.
Size	Compressed page file size (in bytes).
Compression	Type of compression used for this page.
Type	Page file type (such as TIFF or JPEG).

3. To view information specific to the files associated with the batch, click the Files tab.

Figure 56. Image Information Dialog Box: Files Tab



The Files tab provides the following details:

Table 23. Image Information - Files Tab Description

Info	Description
Image Filename	Path location and file name of the stored page.
Annotation Filename	Path location and file name of the page's annotations, if any.

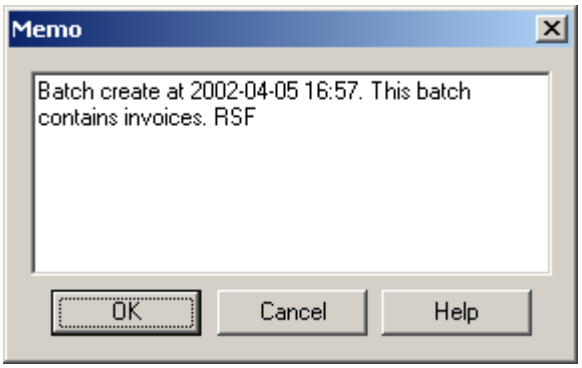
Editing the Memo for a Batch

When a batch is created in ApplicationXtender Image Capture (AppXtender Image Capture), a memo is automatically created with it. By default, this memo contains the date and time that the batch was created. You can add to or edit this memo, if the batch status is Idle.

To edit the memo for a batch:

1. If the batch is currently displayed, close it.
2. In Applications view, right-click an application. A shortcut menu appears. From the shortcut menu, select Batch List. The Batch Scan dialog box appears.
3. In the Batches for application drop-down list, select the application that contains the batch for which you want to edit the memo. A list of batches appears in the table.
4. Select the row for the batch and click Memo. (This button is available only when none of the AppXtender or AppXtender Image Capture workstations in the AppXtender system have that batch open.) The Memo dialog box for that batch appears.

Figure 57. Memo Dialog Box



5. Edit the text. You can include any information (up to 132 characters) that you think is helpful to the following people:
   - The AppXtender user or users who index and create documents from this batch.
   - The AppXtender Image Capture user or users who add more pages to this batch.
6. Click OK.

Printing or Faxing Pages and Regions

ApplicationXtender Image Capture (AppXtender Image Capture) allows you to print or fax pages or regions of an image or text page. For information, see the following topics:

- Printing or Faxing Pages, page 119
- Printing or Faxing a Region, page 120

Note: AppXtender Image Capture uses Windows print drivers to perform faxing operations. To fax pages in AppXtender Image Capture, you must install Windows-compliant fax software.

Note: Only users with the Print privilege can perform operations that cause information to be "exported" from the AppXtender system. These operations include printing or faxing pages or regions. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Printing or Faxing Pages

You can print or fax a displayed page in AppXtender Image Capture.

You can fax a displayed page in AppXtender Image Capture using standard Windows fax devices. Any fax device installed as a standard printer port can be used to fax AppXtender Image Capture pages. If your fax device is listed in the Name drop-down list on a standard Print dialog box, you can fax AppXtender Image Capture pages to it.

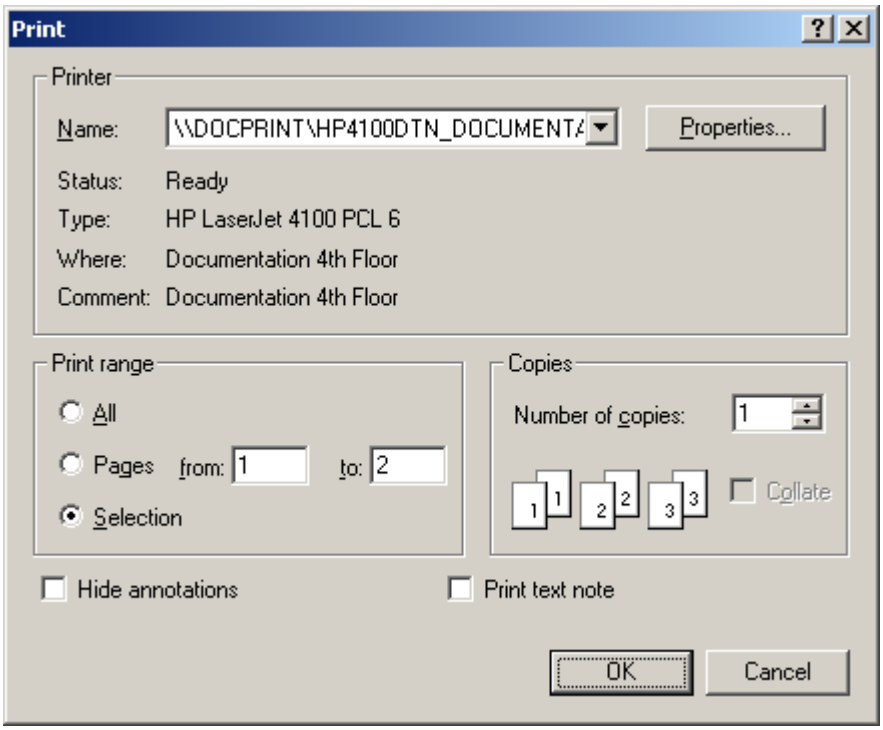
Note: An endorsement can be added to pages printed or faxed in AppXtender Image Capture (except HTML pages). Endorsements are identifying text strings that can be configured to print

in one of the four corners of the page. In addition to text, page numbers can be included in an endorsement. For more information on endorsing printed or faxed pages, consult your AppXtender system administrator or refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

To print or fax a page:

1. Within AppXtender Image Capture, display the page that you want to print or fax.
2. From the Page menu, select Print. The standard Windows Print dialog box appears.

Figure 58. Print Dialog Box



3. From the Name drop-down list, select the printer or fax device. Select the number of copies you want.
4. Click OK. The displayed page is sent to the printer or fax device. A message appears with the status of the job. Click Cancel to quit the job at any time.

Note: You can also print or fax the displayed page by clicking the Print button on the Main toolbar. If you do so, the Print dialog box does not appear. Instead, one copy of the displayed page is printed using the default printer.

Printing or Faxing a Region

You can print or fax a specific region of an AppXtender Image Capture page.

To print or fax a region:

1. If the page currently displayed is in Pan mode (that is, the pointer is a hand), click the Pan Mode button in the toolbar to disable Pan mode. For information, see Enabling Select Mode, page 103.
2. Drag the pointer over the region that you want to select. As you drag the pointer, it draws a rectangle and highlights the area within the rectangle in green. This rectangle is the selected region.
3. Right-click the highlighted region. A shortcut menu appears.
4. From the shortcut menu, select Print. The image in the selected region is sent to the computer's default printer (which may actually be a fax device).

For more information on using regions, see Using Regions, page 102.

Copying Pages

You can copy pages from AppXtender Image Capture at anytime. When a page is copied, AppXtender Image Capture makes a copy of the object file (*.BIN) and places the copied page to the Windows Clipboard.

To copy a page:

1. Within AppXtender Image Capture, display the page you want to copy.
2. From the Edit menu, select Copy. The page is copied to the Windows Clipboard.

If you want to paste the page back into an AppXtender Image Capture batch, see Adding a Page from the Windows Clipboard, page 89.

Deleting Batches and Pages

ApplicationXtender Image Capture (AppXtender Image Capture) allows you to delete batches or pages. For more information, see the following topics:

- Deleting Pages, page 121
- Cutting Pages, page 122
- Deleting Batches, page 122

Deleting Pages

You can delete pages from an AppXtender Image Capture batch at any time. When a page is deleted, AppXtender Image Capture also deletes the object file (*.BIN).

Caution: As soon as the deletion is confirmed, the page is permanently lost. Caution should be exercised because recovery of the page is not possible.

To delete a page:

1. Within AppXtender Image Capture, display the page that you want to delete.
2. From the Page menu, select Delete. A delete confirmation message appears.
3. Click Yes to delete the displayed page. Click No to quit.

Cutting Pages

You can cut pages from an AppXtender Image Capture batch at any time. When a page is cut, AppXtender Image Capture deletes the object file (*.BIN) and moves the page to the Windows Clipboard.

Caution: As soon as the deletion is confirmed, the page exists only in the Clipboard. Caution should be exercised because recovery of the page is not possible unless you paste the page back into an AppXtender Image Capture batch.

To cut a page:

1. Within AppXtender Image Capture, display the page that you want to cut.
2. From the Edit menu, select Cut. A delete confirmation message appears.
3. Click Yes to delete the displayed page. Click No to quit. The page is copied to the Windows Clipboard.

If you want to paste the page back into an AppXtender Image Capture batch, see Adding a Page from the Windows Clipboard, page 89.

Deleting Batches

There are two ways to delete a batch in AppXtender Image Capture: from the Batch List or from the Batch Display view. When a batch is deleted, the batch pages (*.BIN files) are deleted.

Deleting a Batch from the Batch Display View

You can delete a batch that has been displayed in the Batch Display view.

Caution: As soon as the deletion is confirmed, the batch is permanently lost. Caution should be exercised because recovery of the batch is not possible.

To delete a displayed batch:

1. Display the batch that you want to delete.
2. From the Batch menu, select Delete. A delete confirmation message appears.
3. Click Yes to delete the displayed batch. Click No to quit.

Deleting a Batch from the Batch List

You can delete a batch from the Batch List.

Caution: As soon as the deletion is confirmed, the batch is permanently lost. Caution should be exercised because recovery of the batch is not possible.

To delete a batch from the Batch List:

1. In Applications view, right-click an application. A shortcut menu appears. From the shortcut menu, select Batch List. The Batch Scan dialog box appears.
2. In the Batches for application drop-down list, select the application that contains the batch that you want to delete. A list of batches appears in the table.
3. Select the batch that you want to delete. Click Delete. A delete confirmation message appears.
4. Click Yes to delete the batch. Click No to quit.

Chapter 5

Annotations

This section describes how to ApplicationXtender Image Capture to attach an annotation to batch pages to comment on the contents of a page, block areas of a page from view, or highlight important information. You can add annotations to images, text, and Portable Document Format (PDF) files.

- Introduction to Annotations, page 125
- Annotation Types, page 126
- Configuring Annotation Settings, page 127
- Creating an Annotation, page 132
- Rubber Stamp Annotations, page 140
- Overlapping Annotations, page 142
- Assigning an Annotation to an Annotation Group, page 143
- Showing or Hiding Annotations, page 144
- Modifying Annotation Settings, page 146
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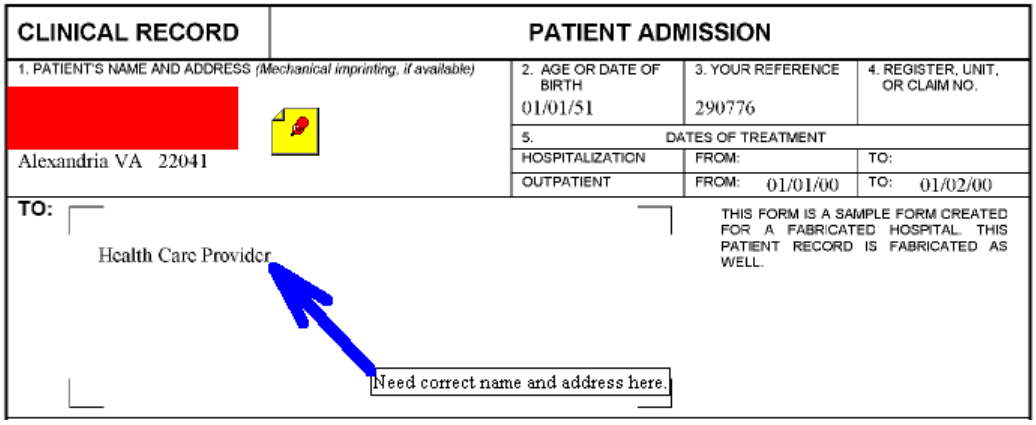
Introduction to Annotations

Several different types of annotations are available to the AppXtender Image Capture user. Manual marks, such as lines, arrows, and highlights, can be used to emphasize part of the page. A polyline annotation feature allows users to add lines with multiple nodes. You can also add shapes as annotations; ovals, rectangles, and rounded rectangles can be added in opaque or transparent mode. Polygons can be created to emphasize asymmetrically shaped areas. Text annotations can also be added and displayed as actual text or as a sticky note icon. All annotations, including text, can be created in transparent or opaque (redacted) mode. There is no limit to the number of annotations that can be placed on a page; however, a large number of annotations could slow down or distort page rendering.

Several properties of annotations can be customized to create desired effects. For example, the redaction feature can be used in combination with the filled setting to block sections of a page from view. Additionally, the line width and colors of annotations can be changed.

Figure 59. Page With Annotations



A show/hide feature allows you to view or hide annotations with a single click, and annotations can easily be deleted or saved. Using the Cancel Changes function, you can remove changes to annotations made since the last save. Annotations can overlap, and you can move them in front of or behind other annotations.

Note: Contact your ApplicationXtender administrator if you have any questions about your annotation privileges.

Annotation Types

You can annotate your pages with five types of annotations:

- Line annotations include the straight line, the freehand line, the arrow, and the polyline.
- Shape annotations include the rectangle, the rounded rectangle, the oval, and the polygon. Shape annotations have a fill color and an outline.
- Text annotations have both fill color and outline configuration options. They can be displayed as either icons or text.
- Highlight annotations are similar to rectangle annotations, except that they have no outline and the default color is not configurable.
- Rubber Stamp annotations include standard annotation attributes as well as other rubber stamp annotation attributes such as type (text or image), content (text string or embedded bitmap), and so on.

Note: When any type of annotation (line, shape, text, highlight, or rubber stamp) has the redaction property applied to it, the annotation is considered to be a redaction. Annotations and redactions of any type can be created, modified, hidden, moved, or deleted only by users who have appropriate privileges. For example, the Edit Redaction privilege allows you to hide a redaction that you have created, but not one created by someone else, unless you also have the Global Annotations privilege.

Saving Annotations

You have these options for saving an annotation to a document page:

- Select Annotate> Save from the Image Capture menu bar.
- Press w.
- Close the document or batch.

Refer to Modifying Annotation Settings, page 146 for information on modifying annotations after they have been saved to a page.

Configuring Annotation Settings

You can set certain properties for lines and shapes before applying an annotation. For more information, see the following topics:

- Default Line Width, page 127
- Default Color for Highlight Annotations, page 128
- Default Color for Text Annotations, page 128
- Default Color for Line and Shape Annotations, page 129
- Default Filled or Hollow Setting, page 130
- Default Redaction Setting, page 131
- Default Annotation Group, page 131

Note: Only users with appropriate privileges can control the annotation features. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Default Line Width

The line width of lines and shapes added as annotations is configurable. Line width settings are used for line annotations and the outlines of shape annotations. You can change the default line width from the Annotation menu or from the Annotation toolbar.

To set the width of lines and arcs:

1. From the Annotate menu, select Settings and then Line Width. The Line Width drop-down box appears.
2. Select the new line width.

Any new annotations you create will have the line width setting you selected. You can change the line width setting of an existing annotation in the Annotation Properties dialog box. For more information, see Modifying Annotation Settings, page 146.

Default Color for Highlight Annotations

Color is used for all annotations. Color settings for highlight annotations are separate from color settings for text, line, or shape annotations.

Note: The default color for highlight annotations is yellow and cannot be changed.

You can change the color of existing highlight annotations in the Annotation Properties dialog box. For more information, see Modifying Annotation Settings, page 146.

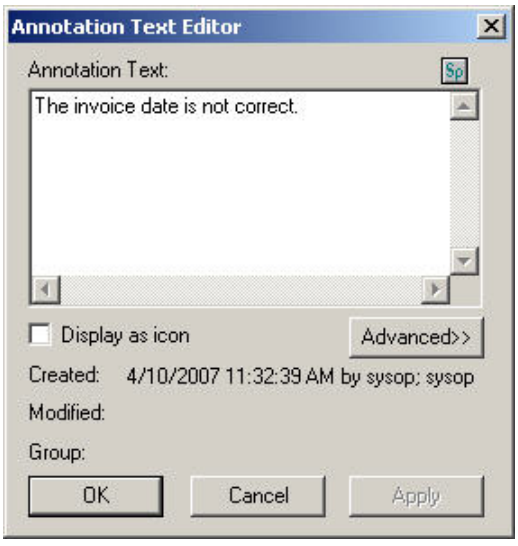
Default Color for Text Annotations

Color is used for all annotations. The default fill and line colors of new annotations are configurable. Color settings for text annotations are separate from color settings for highlight, line, or shape annotations. You can change the default color settings for text annotations in the Annotation Text Editor dialog box.

To set the default color of text annotations:

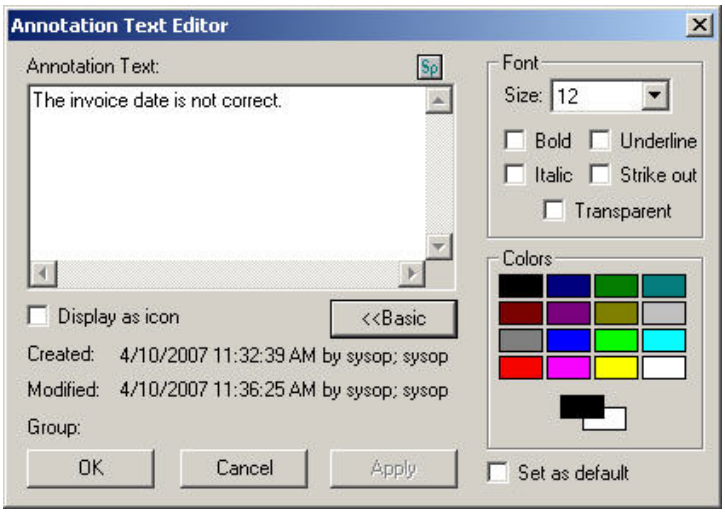
1. Create a text annotation. For information, see Creating a Text Annotation, page 133.
2. Ensure that the Annotation Selection button on the Annotations toolbar is selected. Select the text annotation and right-click the selected annotation.
3. From the shortcut menu that appears, select Properties.
4. Click the ellipses button (...) if the in-place text editor appears. The Annotation Text Editor dialog box appears.

Figure 60. Annotation Text Editor Dialog Box



5. Click Advanced. The advanced options appear.

Figure 61. Annotation Text Editor Dialog Box: Advanced Options



Under Colors, notice the grid of colors. Under this grid, notice the two overlapping rectangles. The color in the top rectangle represents the color of text annotation outlines. The color in the bottom rectangle represents the fill color for text annotations.

6. In the grid of colors, click a color. The color you selected appears in the top rectangle, representing the color of text annotation outlines.
7. In the grid of colors, right-click a color. The color you selected appears in the bottom rectangle, representing the fill color for text annotations.
8. Enable the Set as default option.
9. Click OK. Any text annotations created from now on appear with the colors you selected.

You can change the color of an existing text annotation in the Annotation Text Editor dialog box. For more information on modifying a text annotation, see Modifying Annotation Settings, page 146.

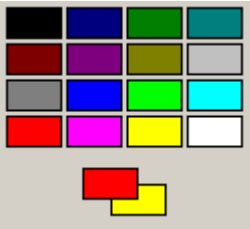
Default Color for Line and Shape Annotations

The color of lines and shapes added as annotations is configurable. Color is used for all annotations. Color settings for line and shape annotations are separate from color settings for text or highlight annotations. You can change the default color settings for line or shape annotations from the Annotation menu or from the Annotation toolbar.

To set the color of lines and shapes:

1. From the Annotate menu, select Settings and then Colors. The Color drop-down box appears.

Figure 62. Color Drop-Down Box



Under the grid of colors, notice the two overlapping rectangles. The color in the top rectangle represents the color of shape outlines and lines. The color in the bottom rectangle represents the fill color for all shape annotations.

2. To set the fill color, right-click a color in the grid of colors. The color you selected appears in the bottom rectangle, indicating the fill color for all shape annotations.
3. To set the outline color, click a color in the grid of colors. The color you selected appears in the top rectangle, indicating the color of shape outlines and lines. Any line or shape annotations created from now on appear with the colors you selected.

You can change the color of an existing line or shape annotation in the Properties dialog box. For more information, see Modifying Annotation Settings, page 146.

Default Filled or Hollow Setting

The filled/hollow setting is used for annotation shapes. You can fill an annotation shape with the default fill color or you can make a shape hollow. You can change the default filled/hollow setting from the Annotation menu or from the Annotation toolbar.

Note: Highlight annotations are similar to shape annotations, except that they are always filled, regardless of the filled/hollow setting.

Generally, this feature is used with redaction to block large areas of the page from view. When both fill and redaction are enabled, both the outline and fill of the annotation are applied as opaque. For information on redaction, see Default Redaction Setting, page 131.

To toggle the fill setting on and off, choose one of the following options:

- Select Annotate> Settings> Filled.
- Press i.

If the button is active (lighter in color), new shape annotations have a fill of the default fill color. If the button is not active (same color as the other toolbar buttons) new shape annotations are added without a fill color.

Any annotations created from now on appear with the filled/hollow setting you selected. You can change the filled/hollow setting of an existing annotation in the Properties dialog box. For more information, see Modifying Annotation Settings, page 146.

Default Redaction Setting

Redaction is a security feature that enables you to block certain areas of an image or text page from view. You can change the default redaction setting from the Annotation menu or from the Annotation toolbar.

When enabled, the outline of the annotation is applied as opaque; underlying parts of the image are not visible. When disabled, the outline of the annotation is applied as transparent.

Redaction can be used in conjunction with the filled/hollow feature to make the entire shape of the annotation opaque (not just the outline). For information on filled and hollow annotations, see Default Filled or Hollow Setting, page 130.

To toggle redaction on and off, choose one of the following options:

- Select Annotate> Settings> Redaction.
- Press d.

If the button is active (lighter in color), the outline of any new annotation is opaque. If the Fill button is also active, both the outline and the fill of new annotations are opaque. If the Redaction button is not active (same color as other toolbar buttons), both the outline and the fill (if one is configured) of new annotations are transparent.

Any annotations created from now on appear with the redaction setting you selected. You can change the redaction setting of an existing annotation in the Properties dialog box. For more information, see Modifying Annotation Settings, page 146.

For information on the interaction between redactions and OCR/full-text, refer to the "Annotations" section of the *ApplicationXtender Document Manager User's Guide*.

Default Annotation Group

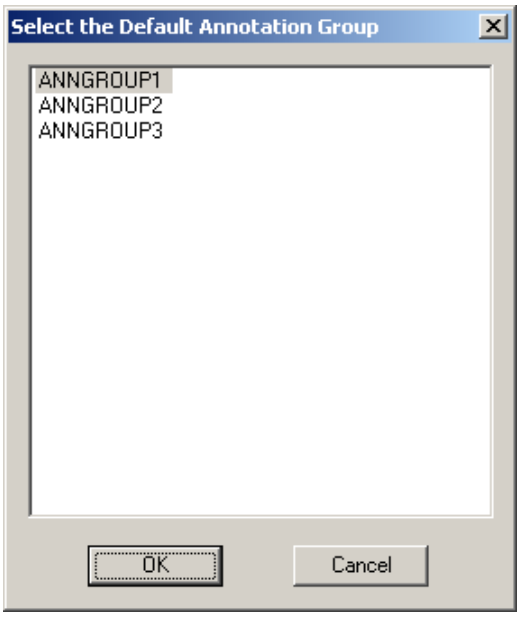
If your user account is a member of an annotation group, you might be able to specify that particular annotation group as a default annotation group. When a new annotation is created or when current settings are applied to an annotation, the annotation is assigned to the default annotation group. If your AppXtender administrator instructs you that the annotations you create should be added to a specific annotation group, you can set that annotation group as a default to cause the annotations you create or modify to be automatically added to the group.

Note: Only users with appropriate annotation group options can specify an annotation group as default. If you have questions about the annotation group configuration of your AppXtender user account, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

To specify an annotation as a default annotation group:

1. From the Annotate menu, select Settings and then Default Annotation Group. The Select the Default Annotation Group dialog box appears.

Figure 63. Select the Default Annotation Group Dialog Box



2. Select the group that you want to use as the default group.
3. Click OK.

Creating an Annotation

After configuring the properties of the annotation, you can add any one of several different types of annotations to the page. You can apply any text, line, shape, or highlight annotation that best emphasizes the desired area of the image. Lines include straight lines, freehand lines, arrows, or polylines. Shapes include rectangles, rounded rectangles, ovals, or polygons. You can apply annotation text in a desired color and font format. ApplicationXtender Image Capture also allows you to create "rubber stamp" annotations, which can be a custom text string or embedded bitmap.

Note: Only users with appropriate privileges can control the annotation features. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Note: If your user account has been configured with annotation group options, but does not have any annotation privileges, you must set your annotation group as default to use annotation features. For instructions on setting an annotation group as default, see Default Annotation Group, page 131.

For more information, see the following topics:

- Creating a Text Annotation, page 133
- Creating a Line Annotation, page 135
- Creating a Shape Annotation, page 137
- Creating a Highlight Annotation, page 139
- Rubber Stamp Annotations, page 140

Creating a Text Annotation

ApplicationXtender Image Capture has two tools for creating text annotations. For more information, refer to the following sections:

- Using the Annotation Text Editor, page 133
- Using the In-place Text Editor, page 134

Using the Annotation Text Editor

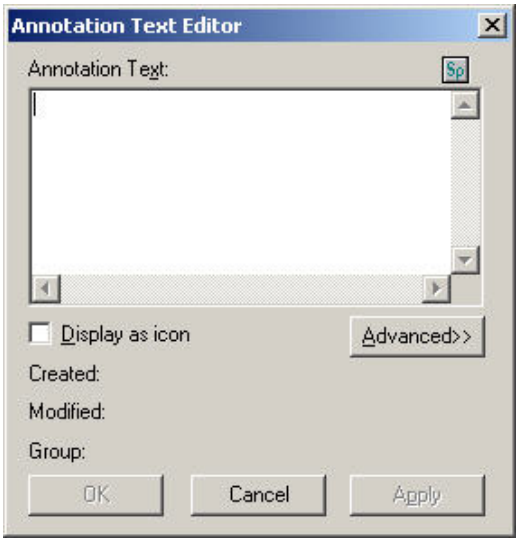
The Annotation Text Editor is a dialog box text annotation tool.

To use the Annotation Text Editor to create a text annotation:

1. Display the page to which you want to add a text annotation.
2. Choose one of these options to activate the text annotation symbol:
   - Select Annotate> New> Text from the Image Capture menu bar.
   - Press t.

   Note: You must have redaction privileges to create and modify non-transparent text annotations.
3. Click the location on the AppXtender page where you want to place the text annotation. The Annotation Text Editor dialog box appears.

Figure 64. Annotation Text Editor Dialog Box



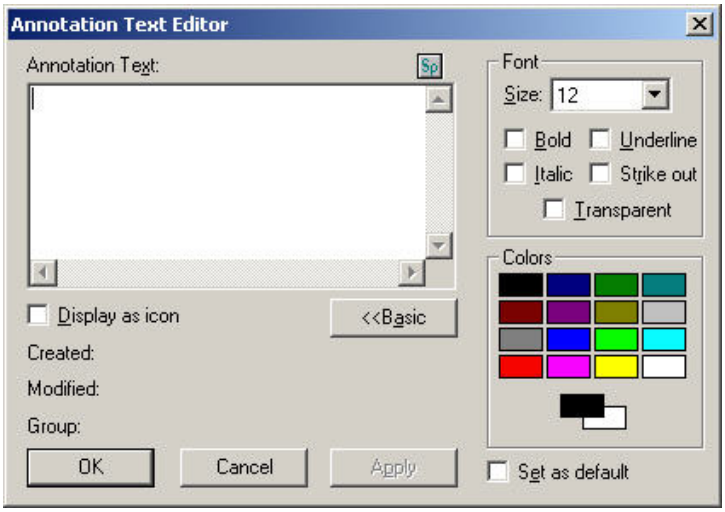
4. Under Annotation Text, type the text that you want to use as the annotation. Press Enter to start a new line in the editor.
5. Click Sp to check the spelling of the text annotation. The Check Spelling dialog box appears.
6. Correct or confirm the spelling of any questionable words.

   Note: Click Help on the Check Spelling dialog box for more information on spell-checker options.

7. Click OK to close the ApplicationXtender message box after all words have been checked.
8. Specify how you want Image Capture to display the text annotation:
   - To display this annotation as an icon, select Display As Icon.
   - To display the text as the annotation, clear the Display As Icon check box.

   Note: You must have the Global Annotations privilege to view or modify the text of a text annotation icon created by another user. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.
9. If you want to define the font and color features for the annotation text, click Advanced. The advanced options appear.

Figure 65. Annotation Text Editor Dialog Box: Advanced Options



10. Select the desired color and font size, and select the check boxes for any other desired font properties. Select the Set as Default check box to save the current settings as the default.

    Note: Any color selection in the text annotation editor applies only to text annotations and does not affect shape, line, or highlight annotations.

    Note: To modify the size of a text annotation, you must modify the text font.
11. Click OK to apply the text annotation to the image.
12. Save the annotation. Refer to Saving Annotations, page 127 for more information.

The text annotation and any other new annotations are saved to the image. When retrieved, the image is displayed with the text annotation in the defined color and font.

Using the In-place Text Editor

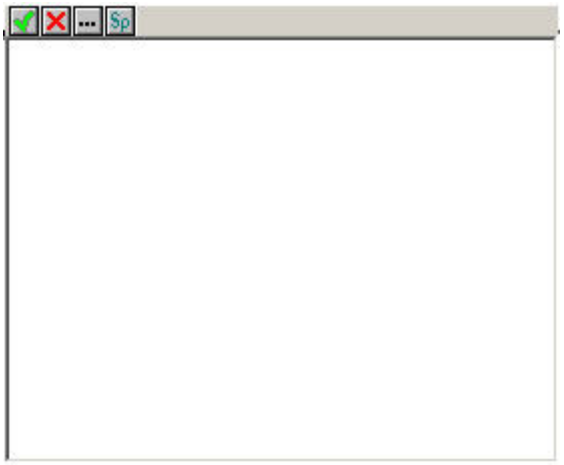
The in-place text editor is a What You See Is What You Get (WYSIWYG) text annotation tool.

To use the in-place text editor to create a text annotation:

1. Display the page to which you want to add a text annotation.
2. Choose one of these options to activate the text editor:
   - Press Shift-t.
   - Press and hold down Alt, left-click the Text button on the Annotation toolbar, release Alt.

   The cursor becomes a pushpin.
3. Left-click and drag the pushpin over the page to define the border of the text editor.

Figure 66. In-place Text Editor



4. Type the text annotation. Press Ctrl-Enter to start a new line in the editor.
5. Click Sp to check the spelling of the text annotation. The Check Spelling dialog box appears.
6. Correct or confirm the spelling of any questionable words.

   Note: Click Help on the Check Spelling dialog box for more information on spell-checker options.
7. Click OK to close the ApplicationXtender message box after all words have been checked.
8. Click the green check mark to apply the text annotation to the image.
9. Save the annotation. Refer to Saving Annotations, page 127 for more information.

Note: You can change the properties of polyline annotations after they have been added to a page. For more information, see Modifying Annotation Settings, page 146.

Creating a Line Annotation

You can add basic line annotations and polyline annotations to pages. Basic line annotations are straight lines, freehand lines, and arrows. A polyline annotation is a series of connected straight lines.

For more information, see the following topics:

- Creating a Basic Line Annotation, page 136
- Creating a Polyline Annotation, page 136

Creating a Basic Line Annotation

You can add straight lines, freehand lines, and arrows (basic line annotations) to pages.

To add a basic line annotation to a page:

1. Display the page to which you want to add a basic line annotation.
2. Choose one of these options to select a type of line annotation:
   - Select Annotate> New from the Image Capture menu bar, and then select the annotation from the shortcut menu.
   - Click the appropriate button on the Annotation toolbar.
   - Press the keyboard shortcut.

   The following table describes the available line annotations.

Table 24. Creating Basic Lines

To Create	Shortcut Menu Option	Button	Keyboard Shortcut
A straight line	Straight Line		L
A freehand line	Freehand Line		F
An arrow	Arrow		A

   The mouse pointer changes shape to reflect your selection.
3. Drag the mouse pointer from a starting point to an end point. As you drag the pointer, a new line annotation appears on the image.
4. Save the new annotation. Refer to Saving Annotations, page 127 for more information.

The line annotation and any other new annotations are saved to the image. When retrieved, the image is displayed with the line annotation in the defined color.

Note: You can change the properties of polyline annotations after they have been added to a page. For more information, see Modifying Annotation Settings, page 146.

Creating a Polyline Annotation

You can add polyline annotations to pages. A polyline is a line that connects more than one point, or node. The nodes defining the polyline do not have to be aligned. With the polyline feature, you can create line annotations that are not straight lines. Polyline annotations can contain angles and can even delineate shapes.

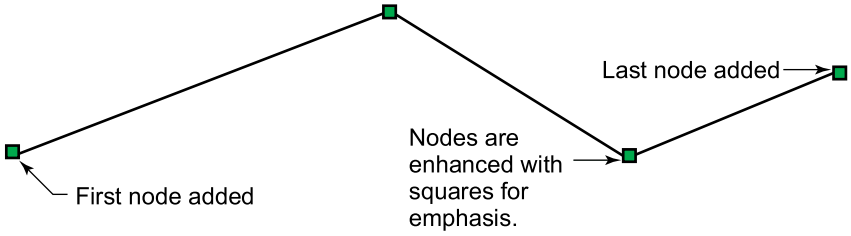
Note: A shape created with the polyline feature cannot be filled with color. You can use the polygon feature to create polygon shapes, which can be filled with color. For information on polygon annotations, see Creating a Polygon Annotation, page 138.

Each point in a polyline annotation is specified by a single left mouse click. You draw the line point by point, stretching each straight-line segment from the endpoint of the last.

To add a polyline annotation to a page:

1. Display the page to which you want to add a polyline annotation.
2. Choose one of these options to activate the polyline annotation symbol:
   - Select Annotate> New> Polyline from the Image Capture menu bar.
   - Press p.
3. Click where you want the polyline to start. This creates the first node in the line.
4. Move the pointer and click again to set the endpoint for the first segment of the polyline. This endpoint is the next node in the line.
5. Continue to draw line segments by moving the pointer and clicking wherever you want each segment to end. Each of these endpoints becomes a new node in the line. Each segment created is connected to the previous segment.

Figure 67. Example of a Polyline



   Note: To erase the polyline without adding it, right-click anywhere on the page.
6. When the polyline is complete, double-click where you want the last node to appear. The annotation is added to the page.
7. Save the new annotation. Refer to Saving Annotations, page 127 for more information.

The polyline annotation and any other new annotations are saved to the image. When retrieved, the image is displayed with the polyline annotation in the defined color and shape.

Note: You can change the properties of polyline annotations after they have been added to a page. For more information, see Modifying Annotation Settings, page 146.

Creating a Shape Annotation

You can add basic shape annotations and polygon annotations to pages. Basic shape annotations are rectangles, rounded rectangles, and ovals. A polygon annotation is a closed shape, composed of a series of connected, straight lines that can be filled with color like any other shape.

For more information, see the following topics:

- Creating a Basic Shape Annotation, page 138
- Creating a Polygon Annotation, page 138

Creating a Basic Shape Annotation

You can add rectangles, rounded rectangles, and ovals (basic shape annotations) to pages.

To add a basic shape annotation to a page:

1. Display the page to which you want to add a basic shape annotation.
2. Choose one of these options to select a shape annotation:
   - Select Annotate> New from the Image Capture menu bar, then select the annotation from the shortcut menu.
   - Click the appropriate button on the Annotation toolbar.
   - Press the keyboard shortcut.

   The following table describes the available shape annotations.

Table 25. Creating Basic Shapes

To Create	Shortcut Menu Option	Button	Keyboard Shortcut
A rectangle	Rectangle		R
A rounded rectangle	Rounded Rectangle		N
An oval	Oval		O

   The mouse pointer changes shape to reflect the selection.
3. Drag the mouse pointer from a starting point to an end point. As you drag the pointer, a new shape annotation appears on the image.
4. Save the new annotation. Refer to Saving Annotations, page 127 for more information.

The shape annotation and any other new annotations are saved to the image. When retrieved, the image is displayed with the shape annotation in the defined color and shape.

Note: You can change the properties of shape annotations after they have been added to a page. For more information, see Modifying Annotation Settings, page 146.

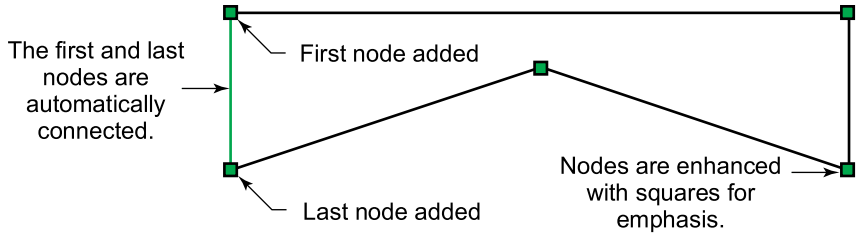
Creating a Polygon Annotation

You can add polygon annotations to pages. A polygon is a shape that does not have to be symmetrical, with sides comprised of straight lines. Each left mouse click defines the point of a corner (or node) of the polygon. AppXtender Image Capture draws a figure by connecting each point created by a left mouse click from the first point created to the last point created and back to the first point. The nodes defining the polygon do not have to be in alignment. With the polygon feature, you can create asymmetrical shape annotations with many sides.

To add a polygon annotation to a page:

1. Display the page to which you want to add a polygon annotation.
2. Choose one of these options to activate the polygon annotation symbol:
   - Select Annotate> New> Polygon from the Image Capture menu bar.
   - Press g.
3. Click where you want the polygon to start. This action creates the first node in the shape.

Figure 68. Example of a Polygon


The first and last nodes are automatically connected.
First node added
Last node added
Nodes are enhanced with squares for emphasis.

4. Move the pointer and click again where you want to set the endpoint for the first side of the polygon. This endpoint is the next node in the shape. At this point, the shape appears as a line between the two points.
5. Draw the next node in the polygon by moving the pointer and clicking the left mouse button wherever the next node in the shape should be located. Lines stretch to this node from each of the two existing nodes, creating a triangle. Continue to add nodes in the shape as needed. When a new node is added, lines stretch from that node to the last node created and to the first node created for the shape.

   Note: To erase the polygon without adding it, you can right-click anywhere.
6. When the polygon is complete, double-click to add the annotation to the page.
7. Save the new annotation. Refer to Saving Annotations, page 127 for more information.

The polygon annotation and any other new annotations are saved to the image. When retrieved, the image is displayed with the polygon annotation in the defined color and shape.

Note: You can change the properties of shape annotations after they have been added to a page. For more information, see Modifying Annotation Settings, page 146.

Creating a Highlight Annotation

You can add highlight annotations to pages. A highlight annotation allows you to emphasize or bring attention to a particular area of a page.

To add a highlight annotation to a page:

1. Display the page to which you want to add a highlight annotation.

2. Choose one of these options to activate the highlighter annotation symbol:
   - Select Annotate> New> Highlight from the Image Capture menu bar.
   - Press h.
3. Drag the mouse pointer from a starting point to an end point. As you drag the pointer, a new highlight annotation appears on the image.
4. Save the new annotation. Refer to Saving Annotations, page 127 for more information.

The highlight annotation and any other new annotations are saved to the image. When retrieved, the image is displayed with the highlight annotation in the default highlight color of yellow, and the defined shape.

Note: You can change the properties of highlight annotations after they have been added to a page. For more information, see Modifying Annotation Settings, page 146.

Rubber Stamp Annotations

Rubber Stamps are pre-defined annotations that can be used to describe certain events. For example, you could have a rubber stamp that says "Added by Username on Date", where Username and Date are populated by your name and the date you added the annotation. Some rubber stamps can be composed of an image, so that you can place a signature or other relevant graphic on a page. When you select a rubber stamp, AppXtender Image Capture places it on the page wherever you click your mouse. You can move or delete a rubber stamp annotation, just as you can other types of annotations, but cannot edit its properties.

Note: Rubber stamps must be added and configured by the AppXtender system administrator before they are available for use. Also, only users with appropriate privileges can control the annotation features. If rubber stamps have not been configured, or if you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Annotations" section of the *ApplicationXtender Document Manager User's Guide*.

You can add rubber stamp annotations to pages in various ways. For information, see the following topics:

- Adding a Rubber Stamp from the List of Most Recently Used Rubber Stamps, page 140
- Adding a Rubber Stamp from the Select Rubber Stamp Dialog Box, page 141

Adding a Rubber Stamp from the List of Most Recently Used Rubber Stamps

You can select a rubber stamp from the Rubber Stamp drop-down menu. This menu contains a list of up to 10 of the most recently used rubber stamps for the current application. Each menu item has an icon displayed to its left to identify the type of stamp (text or image).

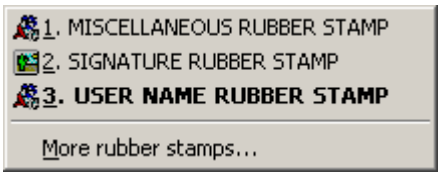
To add a rubber stamp annotation using the Rubber Stamp drop-down menu:

1. Display the page to which you want to add a rubber stamp annotation.
2. Click the arrow next to the Rubber Stamp Annotation button on the Annotation toolbar.

Figure 69. Rubber Stamp Annotation Button

The Rubber Stamp Annotation menu appears with up to 10 of the most recently used rubber stamps for the current application and the More Rubber Stamps option.

Figure 70. Rubber Stamp Annotation Drop-Down Menu



3. Select the appropriate rubber stamp from the menu. The Rubber Stamp annotation button is then activated (the button appears in a lighter gray color), and the cursor changes to Rubber Stamp mode.

Figure 71. Cursor in Rubber Stamp Mode

4. Place your cursor where you want the rubber stamp to appear and click once. To add additional copies of the rubber stamp, click wherever you want the rubber stamp to appear.
5. To deactivate the rubber stamp, click once on the Rubber Stamp button. The cursor returns to its normal state.

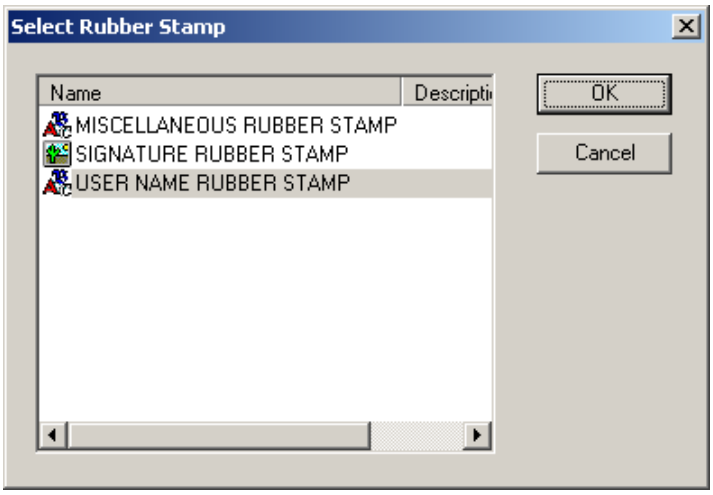
Adding a Rubber Stamp from the Select Rubber Stamp Dialog Box

The Select Rubber Stamp dialog box contains a list of up to 256 rubber stamps. The AppXtender administrator can create more than 256 rubber stamps, but only 256 are returned and displayed in the dialog box. Each menu item has an icon displayed to its left to identify the type of stamp (text or image).

To add a rubber stamp annotation using the Select Rubber Stamp dialog box:

1. From the Annotate menu, select New and then Rubber Stamp. The Select Rubber Stamp dialog box appears.

Figure 72. Select Rubber Stamp Dialog Box



2. From the Select Rubber Stamp dialog box, select the appropriate rubber stamp. The OK button becomes available. Click OK. (To cancel the rubber stamp selection, click Cancel.)
3. The Rubber Stamp annotation button is then activated (the button appears in a lighter gray color), and the cursor changes to Rubber Stamp mode.

Figure 73. Cursor in Rubber Stamp Mode

4. Place your cursor where you want the rubber stamp to appear and click once. To add additional copies of the rubber stamp, click wherever you want the rubber stamp to appear.
5. To deactivate the rubber stamp, click once on the Rubber Stamp button. The cursor returns to its normal state.

Overlapping Annotations

ApplicationXtender Image Capture allows you to place multiple annotations on one image. You can overlap these annotations, extending one over the other. When a new annotation is created, it is placed on the top "layer" of the page. Through tools on the Annotation toolbar, you can place an annotation behind another annotation.

Note: When you draw a freehand annotation around an existing annotation on an page, you cannot select the other annotation. For example, if you attempt to select an annotation that is "inside" a freehand annotation, only the freehand annotation is selected. In addition, when a freehand annotation crosses over another annotation, AppXtender Image Capture may not allow you to select the other annotation.

Note: AppXtender Image Capture can accurately pinpoint the exact hit for a simple shape annotation. For example, if you click the lines or border of a line annotation or a non-fill rectangle, oval, or rounded-rectangle, AppXtender Image Capture determines whether or not the mouse pointer hit the simple shape annotation. However, since a freehand annotation is not a simple shape annotation,

AppXtender Image Capture uses a minimum rectangular area, which covers all the nodes of a freehand annotation, to determine whether or not the mouse pointer hit the freehand annotation.

To move annotations to the front layer:

1. Select the annotations that you want to move to the front. For instructions, refer to Selecting Annotations, page 147.
2. Choose one of these options to move the annotations:
   - Click the To Front button on the Annotation toolbar.
   - Press Shift-semicolon (;).

To move the annotation to the back layer:

1. Select the annotations that you want to move to the back. For instructions, refer to Selecting Annotations, page 147.
2. Choose one of these options to move the annotations:
   - Click the To Back button on the Annotation toolbar.
   - Press semicolon (;).

Assigning an Annotation to an Annotation Group

If your user or group account is a member of an annotation group, you might be able to assign an annotation to that annotation group. For guidelines on which annotations should be assigned to each annotation group, consult your AppXtender administrator.

After you assign an annotation to an annotation group, users who are not members of the annotation group cannot view or modify the annotation. After you add a redaction to an annotation group, users who are not members of the annotation group cannot hide or modify the redaction. Depending on the options enabled for each user or group within the annotation group and depending on who created the annotation or redaction, users who are members of the annotation group may be able to view or view and modify annotations in the annotation group and hide or hide and modify redactions in the annotation group.

Note: Only users with appropriate annotation group options can assign annotations to annotation groups. If you have questions about the annotation group configuration of your AppXtender user account, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

To assign an annotation to an annotation group:

1. Select the annotations that you want to assign to an annotation group. For instructions, see Selecting Annotations, page 147.
2. Right-click the selected annotations.
3. From the shortcut menu that appears, select Group Assignment. Another shortcut menu appears, listing the annotation groups to which you can assign the currently selected annotations. (The annotation groups that are listed depend on properties of the selected annotations.)

4. From the second shortcut menu, select the annotation group to which you want to assign the annotation.

Showing or Hiding Annotations

It may be preferable for you to display or print pages without annotations. The following topics describe how to do so:

- Hiding Annotations when Viewing Batches, page 144
- Hiding Annotations when Printing, page 145

Hiding Annotations when Viewing Batches

AppXtender Image Capture provides an option to show or hide all annotations provided you have hide annotation privileges.

Note: Only users with appropriate privileges can hide annotations. Only users with appropriate annotation group options can hide annotations that have been assigned to annotation groups. If you have questions about the privileges assigned to your AppXtender user profile, or about the annotation group configuration of your AppXtender user account, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide.*

To show all displayed annotations:

- Select Show from the Annotate menu to place a check mark next to the Show option on the menu.

To hide all displayed annotations:

- Select Show from the Annotate menu to remove the check mark from the Show option on the menu.

Hiding Annotations by Annotation Group

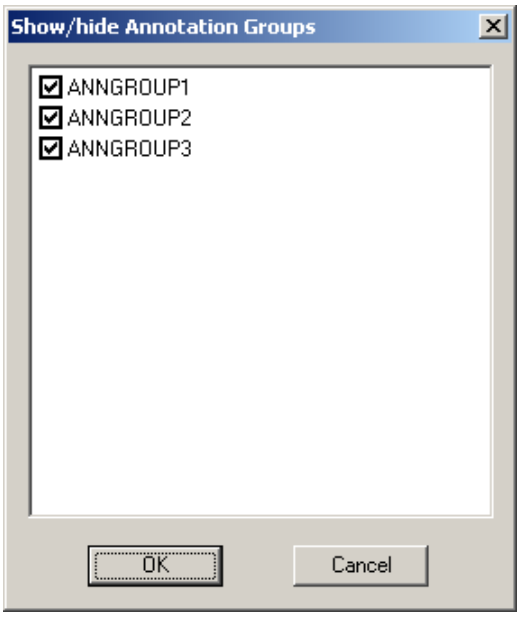
If your user or group account is a member of an annotation group, you might be able to hide all annotations on a displayed page that have been assigned to that annotation group. For example, if your user account has been configured with the View Annotations option in an annotation group called ACCOUNTING, you can hide all unredacted annotations on a purchase order that have been added to the ACCOUNTING annotation group.

Note: Only users with appropriate annotation group options can hide annotations that have been assigned to annotation groups. If you have questions about the annotation group configuration of your AppXtender user account, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

To show or hide annotations by annotation group:

1. From the Annotate menu, select Show Groups. The Show/hide Annotation Groups dialog box appears.

Figure 74. Show/hide Annotation Groups Dialog Box



2. Click the check box next to the name of the annotation group that you want to hide or show.
3. When each annotation group that you want to hide has no check mark and each annotation group that you want to show has a check mark, click OK. The annotations on the currently displayed page are shown or hidden according to your selections.

Hiding Annotations when Printing

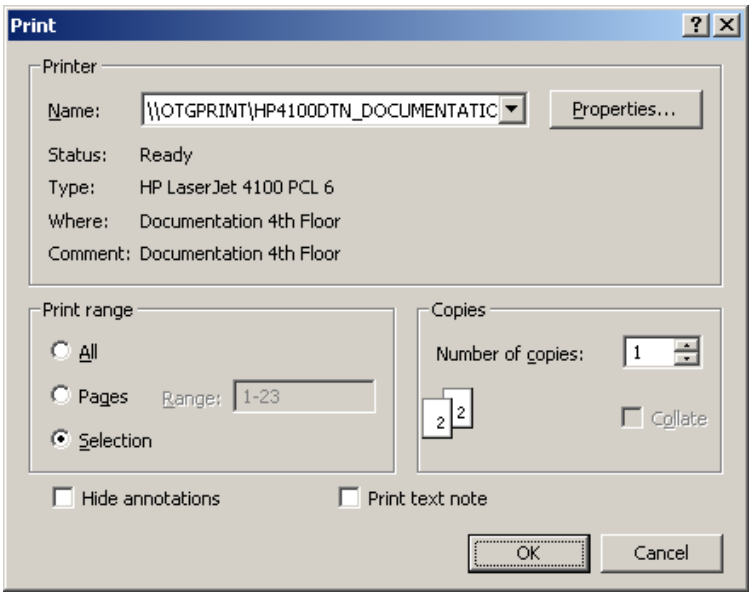
You can print a page or a region of an image without annotations. AppXtender Image Capture provides an option on the Print dialog box to hide all annotations. The Print dialog box can be accessed from the Page menu. In order to hide annotations when printing pages or regions from the Page menu, the page must be displayed.

Note: Only users with appropriate privileges (including the Print privilege) can hide annotations while printing. Only users with appropriate annotation group options can hide annotations that have been assigned to annotation groups. If you have questions about the privileges assigned to your AppXtender user profile, or about the annotation group configuration of your AppXtender user account, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

To print a page with or without annotations:

1. Display the page you want to print. Select Print. The Print dialog box appears.

Figure 75. Print Dialog Box



2. From the Print dialog box, you have the following options:
   - To print the page without annotations, select the Hide annotations check box.
   - To print the page with annotations, clear the Hide annotations check box.
3. Click OK to begin printing.

Modifying Annotation Settings

The properties of an annotation can be modified after it has been applied or saved to an image. You can alter the outline width, color, opacity, or fill of the annotation. For more information, see the following topics:

- Selecting Annotations, page 147
- Moving Annotations, page 148
- Resizing an Annotation, page 148
- Modifying a Shape Annotation, page 149
- Modifying Text Annotations, page 150

Note: Only users with appropriate privileges can modify annotations. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Note: If the AppXtender system has been converted from the CM security provider to the Windows security provider and you created and saved annotations while the CM security provider was in use, you must have both the Global Annotations and Edit Annotations privileges assigned to your profile in order to modify those annotations. If you have questions about the privileges assigned to your

AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

For instructions on editing text rubber stamp annotations, refer to the "Annotations" section of the *ApplicationXtender Document Manager User's Guide*.

Selecting Annotations

The following table describes the methods you can use to select annotations:

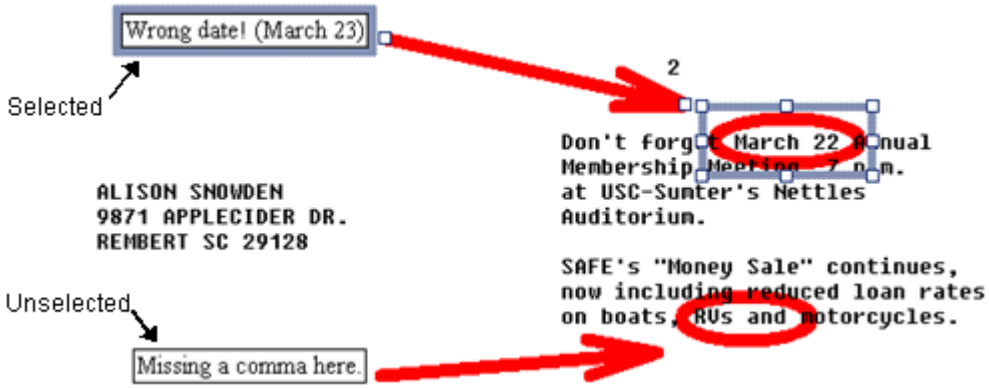
Table 26. Selecting Annotations

To Select	Do This	Button
One annotation	Enable the Annotation Selection button on the Annotation toolbar. Click the annotation that you want to modify.	
An annotation that is behind another annotation	Enable the Annotation Selection button on the Annotation toolbar. Click any annotation. Press the [TAB] key until the annotation that you want to modify is selected.	
Multiple annotations	Enable the Annotation Selection button on the Annotation toolbar. Click one of the annotations that you want to modify. While holding the [SHIFT] key, click each additional annotation that you want to modify.	
All annotations	Click the Select All button on the Annotation toolbar.	

Note: Press the spacebar to toggle between annotation selection mode and pan mode.

The appearance of each annotation changes to indicate that it is selected. For example, a selected text annotation is enclosed in a gray frame, a selected arrow has a handle on each end, and a selected oval is enclosed in both a gray frame and handles.

Figure 76. Selected and Unselected Annotations



Moving Annotations

You can use the mouse pointer to move a single annotation or multiple annotations together.

To move annotations:

1. Select the annotations that you want to move. For instructions, see Selecting Annotations, page 147.
2. Hold the pointer over the selected annotation or annotations. The pointer changes to crossed double arrows.
3. Drag the annotation or annotations to a new location. Changes to the selected annotation or annotations are reflected immediately.
4. Save your changes. Refer to Saving Annotations, page 127 for more information.

Resizing an Annotation

You can use the mouse pointer to resize any type of annotation, including text annotations created with the in-place text editor.

To resize a single annotation:

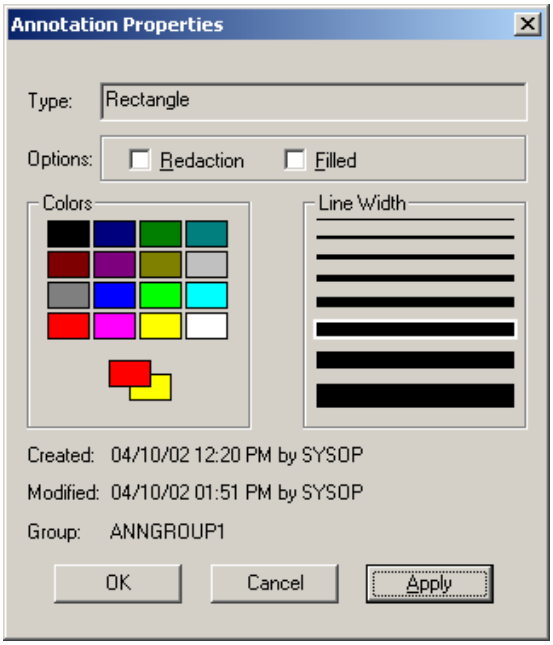
1. Select the annotation that you want to resize. For instructions, see Selecting Annotations, page 147.
2. Hold the pointer over one of the handles on the selected annotation. The pointer changes to a double arrow.
3. Drag the handle to a new location. Changes to the selected annotation are reflected immediately.
4. Save your changes. Refer to Saving Annotations, page 127 for more information.

Modifying a Shape Annotation

To modify a shape annotation:

1. Select the annotation. For instructions, see Selecting Annotations, page 147.
2. Right-click and select Properties from the shortcut menu. The Annotation Properties dialog box appears.

Figure 77. Annotation Properties Dialog Box



The Annotation Properties dialog box provides information on the creation date, time, and user, and the latest modification date, time, and user for the annotation. If the AppXtender system is using the Windows security provider, the domain name is provided with each user name. If the annotation has been assigned to an annotation group, the name of that annotation group is also provided.

Note: There is no "fill" color for basic line annotations (for example, freehand, line, and arrow). When you select a basic line annotation, the two overlapping rectangles appear with the same color.

3. Change the properties of the annotation. The following table describes how to change each property in the Annotation Properties dialog box:

Table 27. Changing the Properties of a Shape Annotation

To Change	Do This
Opacity	Next to Options, click Redaction.
Fill status	Next to Options, click Filled.
Line color	Under Colors, click a new color.

To Change	Do This
Fill color	Under Colors, right-click a new color.
Line width	Under Line Width, click a new line width.

4. Click Apply. Image Capture applies the new properties to the annotation.
5. Click OK to close the Annotation Properties dialog box.
6. Save your changes. Refer to Saving Annotations, page 127 for more information.

Modifying Text Annotations

Image Capture allows you to modify the properties of a text annotation and annotation text.

For more information, refer to these topics:

- Changing the Properties of a Text Annotation, page 150
- Modifying Annotation Text, page 151

Changing the Properties of a Text Annotation

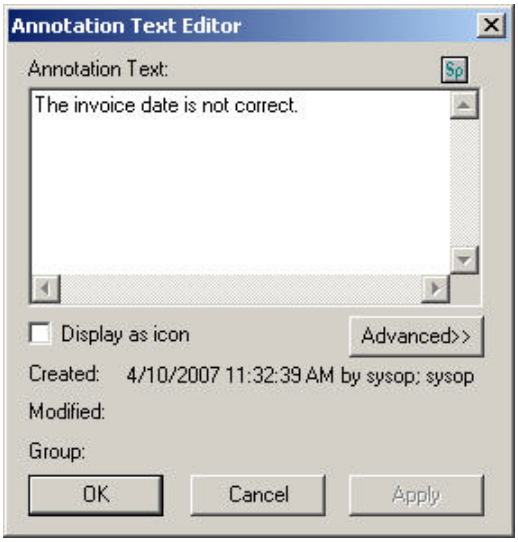
To change the properties of a text annotation:

1. Select the text annotation. For instructions, see Selecting Annotations, page 147.
2. Right-click and select Properties from the shortcut menu.

   Note: Click the ellipses button (...) if the in-place text editor appears.

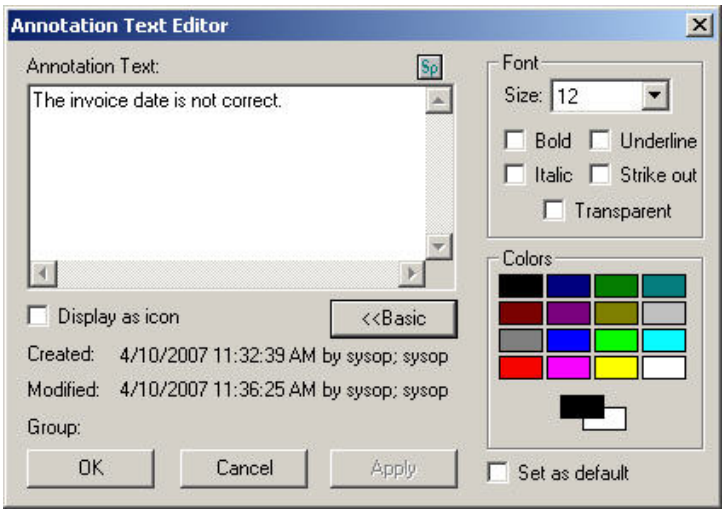
   The Annotation Text Editor dialog box appears.

Figure 78. Annotation Text Editor Dialog Box



3. Click Advanced. The advanced options appear.

Figure 79. Annotation Text Editor Dialog Box: Advanced Options



4. Change the properties of the annotation. The following table describes how to change each property in the Annotation Text Editor dialog box:

Table 28. Changing the Properties of a Text Annotation

To Change	Do This
Display status	Click the Display as icon check box.
Font size	Under Font, in the Size text box, enter a value.
Font appearance	Under Font, click the check boxes that you want to change (Bold, Underline, Italic, and Strike out).
Outline status	Under Font, click the Transparent check box.
Text color	Under Colors, click a new color for the text.
Fill color	Under Colors, right-click a new fill color.

Note: Refer to Modifying Annotation Text, page 151 for more information.

5. Click OK. Changes to the selected annotation are reflected immediately.
6. Save your changes. Refer to Saving Annotations, page 127 for more information.

Modifying Annotation Text

To modify annotation text:

1. Select the text annotation. For instructions, refer to Selecting Annotations, page 147.
2. Right-click and select Properties from the shortcut menu.

   The Annotation Text Editor appears if it was used to create the annotation.

   The in-place text editor appears if it was used to create the annotation.

   Note: If the in-place text editor window is too small in the Document Display view, the Annotation Text Editor appears after you select Properties from the shortcut menu.

3. Change the text.
4. Apply the new text:
   - Click the green check mark if you changed the text in the in-place text editor.
   - Click Apply if you changed the text in the Annotation Text Editor, and then click OK to close the editor.
5. Save your changes. Refer to Saving Annotations, page 127 for more information.

Printing Text Annotations

You can print the contents of one or more text annotations.

Note: Only users with appropriate privileges can print text annotations. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

To print text annotations:

1. Select the text annotations that you want to print. For instructions, see Selecting Annotations, page 147.
2. Right-click the selected annotations.
3. From the shortcut menu that appears, select Print text. The standard Windows Print dialog box appears.
4. Click OK. The contents of the selected text annotations print.

Removing Annotations

You can remove annotations from a page by either erasing or deleting them.

Note: Only users with appropriate privileges can modify and delete annotations. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

Note: If the AppXtender system has been converted from the CM security provider to the Windows security provider and you created and saved annotations while the CM security provider was in use, you must have both the Global Annotations and Edit Annotations privileges assigned to your profile in order to modify and delete those annotations. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

For more information on removing annotations, see the following topics:

- Erasing Annotations, page 153
- Deleting Annotations, page 153

Erasing Annotations

You can use an eraser tool to remove a single annotation from the displayed image.

To erase an annotation:

1. Choose one of these options to activate the eraser tool:
   - Click the Eraser button on the Annotation toolbar. The button is available only when the displayed page contains an annotation.

     Figure 80. Eraser Button

   - Press e.
2. Click the annotation that you want to remove. It is erased from the page.

Deleting Annotations

You can delete one or more annotations from a displayed image.

To delete annotations:

1. Select the annotations that you want to delete. For instructions, refer to Selecting Annotations, page 147.
2. Choose one of these options:
   - Right-click, then select Delete from the shortcut menu.
   - Press x.

Chapter 6

Image Enhancement

This chapter describes how to use ApplicationXtender Image Capture image enhancement functions to enhance bi-tonal (black and white) images.

- Introduction to Image Enhancement, page 155
- Configuring Automatic Enhancement, page 156
- Using Advanced De-skew, page 158
- Using Advanced Registration, page 161
- Using Advanced Dot Shading Removal, page 165
- Using Speck Removal, page 168
- Using Advanced Line Removal, page 171
- Using Advanced Inverse Text Correction, page 174
- Smoothing Characters, page 176
- Using Manual Crop, page 178
- Resizing an Image, page 180
- Using Advanced Sub Image, page 182
- Using IntelligentCrop, page 185

Introduction to Image Enhancement

ApplicationXtender Image Capture provides a licensed image enhancement utility that you can use to enhance bi-tonal (black and white) images automatically as you scan them. With the image enhancement utility, you can remove lines, realign, de-skew, and remove shading on AppXtender Image Capture pages. Many of these options (de-skew, and horizontal and vertical registration) can be used to make images more readable. If the batches that you scan in AppXtender Image Capture will be processed using optical character recognition (OCR) in ApplicationXtender (AppXtender), other options (line removal and inverse text correction) can be used to prepare pages for OCR.

Note: If annotations have been added to the image, the processed image appears without the annotations, unless they are redactions or non-transparent text annotations.

Configuring Automatic Enhancement

The image enhancement utility provides complete enhancement features for bi-tonal (black and white) images. Image enhancement enables you to de-skew, change the margin alignment, remove lines and specks, and convert inverse and shaded text to black text on a white background. These functions can be used to prepare the images for OCR (in AppXtender), display, print, or fax. Refer to Enabling Image Processing Options, page 65 for information on configuring AppXtender Image Capture for image processing.

The settings for optimum bi-tonal image enhancement are built into AppXtender Image Capture as defaults, but they can be changed to allow for exact specifications. The default parameters can be reset at any time in the ScanFix Configuration dialog box (and in the ScanFix Advanced Settings dialog box).

Enabling Automatic Enhancement

AppXtender Image Capture allows you to automatically enhance pages as they are being scanned. If the pages that you are scanning will be processed using optical character recognition (OCR) in AppXtender, this feature can make the OCR more accurate. Automatic enhancement applies all settings configured in the ScanFix Configuration dialog box and the ScanFix Advanced settings dialog box. Automatic enhancement applies to bi-tonal (black and white) images only.

To enable or disable automatic enhancement:

- From the Scan menu, select Configuration and then Auto Enhancement. The automatic enhancement feature toggles on or off.

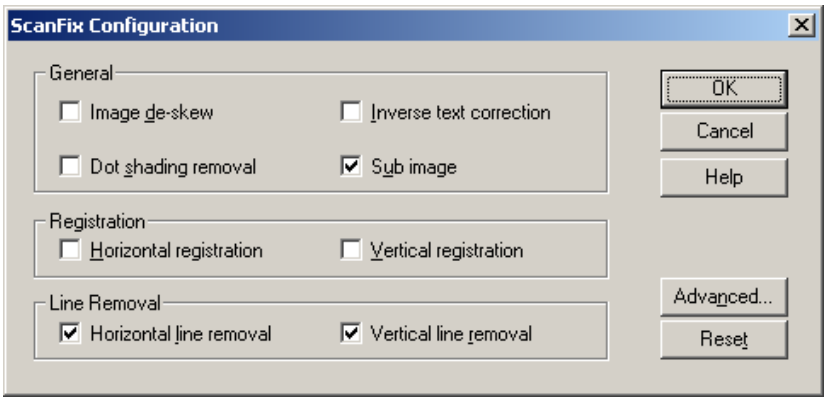
Customizing Enhancement Configuration

When automatic enhancement is enabled, all bi-tonal images scanned into AppXtender Image Capture are enhanced using the configured enhancement settings. The effectiveness of this feature for improving OCR processing of scanned images in AppXtender depends entirely on how you configure image enhancement settings.

To customize image enhancement configuration:

1. From the Scan menu, select Configuration and then Enhancement Configuration. The ScanFix Configuration dialog box appears.

Figure 81. ScanFix Configuration Dialog Box



2. Enable the check boxes of the image enhancement options that you want to use. All enhancement options that are checked are executed when the displayed page is processed.

   The following table explains each image enhancement option.

Table 29. Enhancement Options

Enhancement Options	Explanation
Image de-skew	Straightens skewed (crooked) images.
Inverse text correction	Detects areas of inverse text and converts the text into normal text.
Dot shading removal	Removes speck or dot shading from an image.
Sub image	Processes only specified area of an image.
Horizontal registration	Aligns the image with a consistent left margin.
Vertical registration	Aligns the image with a consistent top margin.
Horizontal line removal	Removes horizontal lines from an image.
Vertical line removal	Removes vertical lines from an image.

Note: You can also view explanations for each option by moving the pointer over the options. As the mouse pointer moves over the options listed, explanatory messages appear as tool tips.

Additional settings for each enhancement option are available to produce the desired results. These settings are accessed by clicking the Advanced button in the ScanFix Configuration dialog box. Details on each page of the ScanFix Advanced Settings dialog box are provided in the following topics.

- Using Advanced De-skew, page 158
- Using Advanced Registration, page 161
- Using Advanced Dot Shading Removal, page 165
- Using Speck Removal, page 168
- Using Advanced Line Removal, page 171

- Using Advanced Inverse Text Correction, page 174
- Smoothing Characters, page 176
- Using Manual Crop, page 178
- Resizing an Image, page 180
- Using Advanced Sub Image, page 182
- Using IntelligentCrop, page 185

3. Click OK.

Resetting Image Enhancement Settings to Default

The settings for optimum bi-tonal image enhancement are built into AppXtender Image Capture as defaults, but they can be changed to allow for exact specifications. The default parameters in the ScanFix Configuration dialog box (and in the ScanFix Advanced Settings dialog box) can be reset at any time.

To configure image enhancement using system default settings:

1. From the Scan menu, select Configuration and then Enhancement Configuration. The ScanFix Configuration dialog box appears.
2. Click Reset.
3. Click OK.

Using Advanced De-skew

Skew refers to how much rotation the text has in relation to a horizontal reference line. An image that is not perfectly square is considered "skewed." Visually, an image with positive skew rises from left to right across a page. An image with negative skew slants downward from left to right across a page.

The Image de-skew option automatically straightens images that are skewed when you scan them into AppXtender Image Capture. If the batches that you scan in AppXtender Image Capture will be processed using optical character recognition (OCR) in AppXtender, the Image de-skew option can be an integral tool in preparation for OCR because a 1% or 2% skew may cause an increase in OCR errors as many OCR engines fail to recognize characters. Other applications for de-skew include document imaging, forms processing, digital copying, faxing, and image file compression. The process is invaluable for applications that require precise and consistent placement of text, such as forms processing and the intelligent OCR of columnar data. De-skewing an image can also improve the performance of compression.

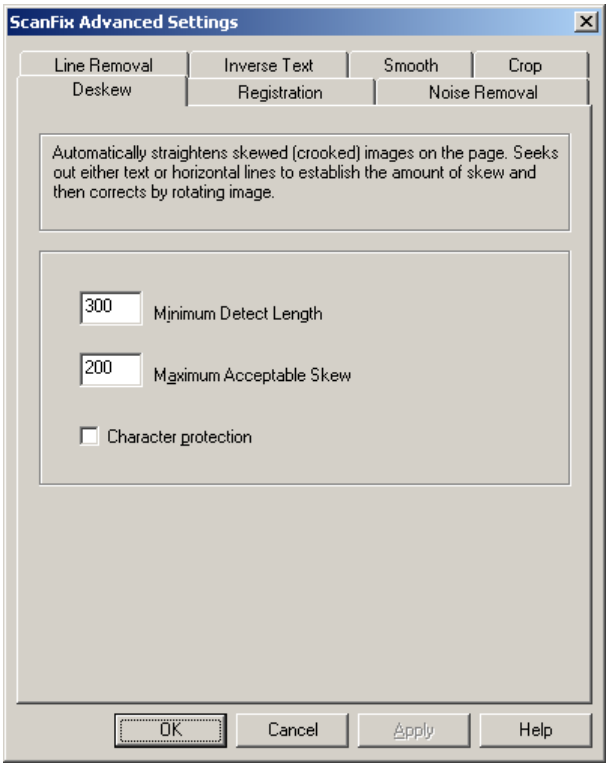
The Image de-skew option handles a maximum skew of 20%. A character protection feature eliminates rotational distortion induced in the straightening process, using text and horizontal lines to automatically detect and remove skew from an image.

When enabled, the De-skew feature optimizes the other image enhancing functions. It is advised that you turn on this feature. The de-skew process changes the width and height of an image.

To perform advanced de-skew on an image:

1. From the Scan menu, select Configuration and then Enhancement Configuration. The ScanFix Configuration dialog box appears.
2. Enable the Image de-skew option. Click Advanced. The ScanFix Advanced Settings dialog box appears, with the Deskew tab forward.

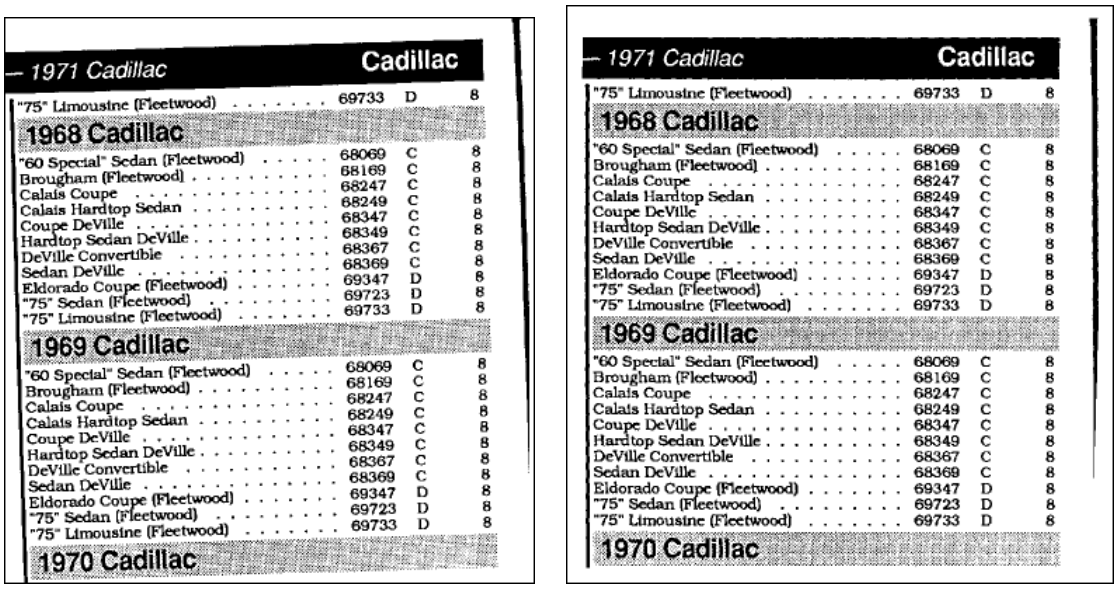
Figure 82. Deskew Tab



3. If necessary, modify the settings on the Deskew tab. The following topics describe each setting:
   - Minimum Detect Length, page 160
   - Maximum Acceptable Skew, page 160
   - Character Protection, page 160
4. In the ScanFix Advanced Settings dialog box, click OK.
5. In the ScanFix Configuration dialog box, click OK to save the settings. (Any settings saved become the defaults.) The next time you scan a new batch or page into AppXtender Image Capture, each image is automatically de-skewed and appears in the Batch Display view.

The following figure compares two examples of scanned images. The example image on the left is slightly skewed. The example image on the right has been de-skewed.

Figure 83. Using Deskew



— 1971 Cadillac Cadillac

"75" Limousine (Fleetwood)	69733	D	8
1968 Cadillac			
"60 Special" Sedan (Fleetwood)	68069	C	8
Brougham (Fleetwood)	68169	C	8
Calais Coupe	68247	C	8
Calais Hardtop Sedan	68249	C	8
Coupe DeVille	68347	C	8
Hardtop Sedan DeVille	68349	C	8
DeVille Convertible	68367	C	8
Sedan DeVille	68369	C	8
Eldorado Coupe (Fleetwood)	69347	D	8
"75" Sedan (Fleetwood)	69723	D	8
"75" Limousine (Fleetwood)	69733	D	8
1969 Cadillac			
"60 Special" Sedan (Fleetwood)	68069	C	8
Brougham (Fleetwood)	68169	C	8
Calais Coupe	68247	C	8
Calais Hardtop Sedan	68249	C	8
Coupe DeVille	68347	C	8
Hardtop Sedan DeVille	68349	C	8
DeVille Convertible	68367	C	8
Sedan DeVille	68369	C	8
Eldorado Coupe (Fleetwood)	69347	D	8
"75" Sedan (Fleetwood)	69723	D	8
"75" Limousine (Fleetwood)	69733	D	8
1970 Cadillac			

— 1971 Cadillac Cadillac

"75" Limousine (Fleetwood)	69733	D	8
1968 Cadillac			
"60 Special" Sedan (Fleetwood)	68069	C	8
Brougham (Fleetwood)	68169	C	8
Calais Coupe	68247	C	8
Calais Hardtop Sedan	68249	C	8
Coupe DeVille	68347	C	8
Hardtop Sedan DeVille	68349	C	8
DeVille Convertible	68367	C	8
Sedan DeVille	68369	C	8
Eldorado Coupe (Fleetwood)	69347	D	8
"75" Sedan (Fleetwood)	69723	D	8
"75" Limousine (Fleetwood)	69733	D	8
1969 Cadillac			
"60 Special" Sedan (Fleetwood)	68069	C	8
Brougham (Fleetwood)	68169	C	8
Calais Coupe	68247	C	8
Calais Hardtop Sedan	68249	C	8
Coupe DeVille	68347	C	8
Hardtop Sedan DeVille	68349	C	8
DeVille Convertible	68367	C	8
Sedan DeVille	68369	C	8
Eldorado Coupe (Fleetwood)	69347	D	8
"75" Sedan (Fleetwood)	69723	D	8
"75" Limousine (Fleetwood)	69733	D	8
1970 Cadillac			

Minimum Detect Length

This parameter sets the shortest line (text or graphics) AppXtender Image Capture uses to detect skew. This measurement is in pixels. The default setting for Minimum Detect Length is 300 (1 inch at 300 DPI). This value should be at least 25% larger than Maximum Acceptable Skew. If a report of Failure to Detect Skew appears, decrease this value and reprocess the image.

Maximum Acceptable Skew

This parameter determines how much skew is acceptable. When AppXtender Image Capture encounters an image skewed less than this value, it omits the De-Skew process. Using a higher value here causes AppXtender Image Capture to process images with a lower percentage skew. If you set this to a lower value, lightly skewed images are accepted without de-skewing them. The default setting is 200. Lower numbers indicate greater skew.

Note: A setting of 100 corresponds to 1% skew, while a setting of 200 corresponds to 0.5% skew. Many OCR engines (such as those available in AppXtender) can handle a lightly skewed image, so high values for Maximum Acceptable Skew might not improve performance.

Character Protection

This feature automaticallyremoves rotational distortion from the de-skewed characters, because de-skewing an image often distorts text characters. Checking the box activates character protection. Character protection provides improved OCR results (such as in AppXtender) and a more attractive image, but is considerably slower than de-skew alone. It is a trade-off between speed and OCR

accuracy. Because this feature can dramatically increase processing time, it is recommended that the user leave it off unless the OCR error rate is unacceptable.

Using Advanced Registration

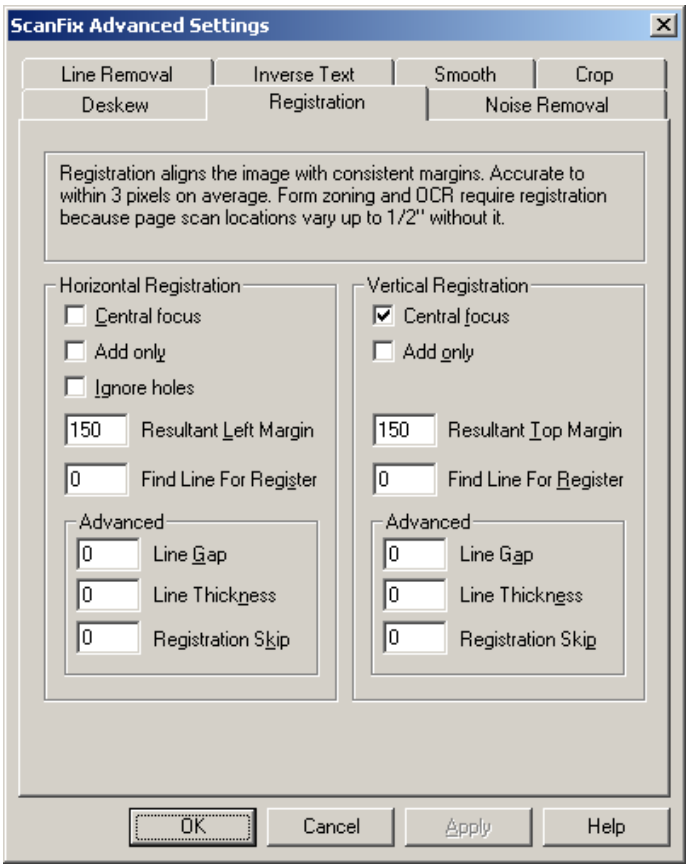
Registration allows you to specify how far from the edge of an image you want the image data placed. AppXtender Image Capture can automatically register an image in both the horizontal and vertical planes. The process is accurate and consistent to within 3 or 4 pixels. On a 300 DPI image, AppXtender Image Capture can position data within 1/100 of an inch. Registration automatically positions text horizontally and vertically on the page, providing a consistent left and top margin for pages. If the batches that you scan in AppXtender Image Capture will be processed using optical character recognition (OCR) in AppXtender, registration control is helpful because it makes OCR zoning of text fields in forms much more reliable.

To perform advanced registration on an image:

1. From the Scan menu, select Configuration and then Enhancement Configuration. The ScanFix Configuration dialog box appears.
2. Enable the Image de-skew option, unless you know the original is perfectly straight.
3. Enable the Horizontal registration option, the Vertical registration option, or both, depending on the level of precision that you need.

   You can activate and set the parameters for horizontal and vertical registration separately. For most operations where you require a consistent left margin, you should activate horizontal registration. In many cases, you can leave vertical registration deactivated. For applications where precise text location is important, you should activate both horizontal and vertical registration.
4. Click Advanced. The ScanFix Advanced Settings dialog box appears.
5. Click the Registration tab.

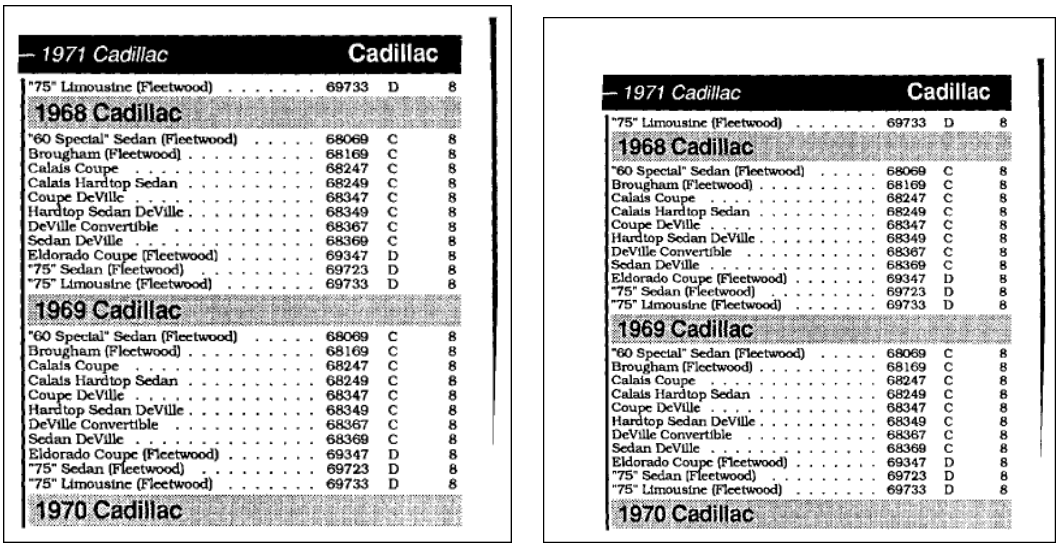
Figure 84. Registration Tab



6. If necessary, modify the settings on the Registration tab. The following topics describe each setting:
   - Horizontal/Vertical Registration, page 163
   - Advanced Registration Settings, page 164
7. In the ScanFix Advanced Settings dialog box, click OK.
8. In the ScanFix Configuration dialog box, click OK to save the settings. (Any settings saved become the defaults.) The next time you scan a new batch or page into AppXtender Image Capture, each image is automatically repositioned and appears in the Batch Display view.

The following figure compares two examples of scanned images. The example image on the left has a narrow left margin and a slightly thicker top margin. The example image on the right has been repositioned using registration. (Notice the thicker left and top margins.)

Figure 85. Using Registration



1971 Cadillac Cadillac

"75" Limousine (Fleetwood)	69733	D	8
1968 Cadillac			
"60 Special" Sedan (Fleetwood)	68069	C	8
Brougham (Fleetwood)	68169	C	8
Calais Coupe	68247	C	8
Calais Hardtop Sedan	68249	C	8
Coupe DeVille	68347	C	8
Hardtop Sedan DeVille	68349	C	8
DeVille Convertible	68367	C	8
Sedan DeVille	68369	C	8
Eldorado Coupe (Fleetwood)	69347	D	8
"75" Sedan (Fleetwood)	69723	D	8
"75" Limousine (Fleetwood)	69733	D	8
1969 Cadillac			
"60 Special" Sedan (Fleetwood)	68069	C	8
Brougham (Fleetwood)	68169	C	8
Calais Coupe	68247	C	8
Calais Hardtop Sedan	68249	C	8
Coupe DeVille	68347	C	8
Hardtop Sedan DeVille	68349	C	8
DeVille Convertible	68367	C	8
Sedan DeVille	68369	C	8
Eldorado Coupe (Fleetwood)	69347	D	8
"75" Sedan (Fleetwood)	69723	D	8
"75" Limousine (Fleetwood)	69733	D	8
1970 Cadillac			

1971 Cadillac Cadillac

"75" Limousine (Fleetwood)	69733	D	8
1968 Cadillac			
"60 Special" Sedan (Fleetwood)	68069	C	8
Brougham (Fleetwood)	68169	C	8
Calais Coupe	68247	C	8
Calais Hardtop Sedan	68249	C	8
Coupe DeVille	68347	C	8
Hardtop Sedan DeVille	68349	C	8
DeVille Convertible	68367	C	8
Sedan DeVille	68369	C	8
Eldorado Coupe (Fleetwood)	69347	D	8
"75" Sedan (Fleetwood)	69723	D	8
"75" Limousine (Fleetwood)	69733	D	8
1969 Cadillac			
"60 Special" Sedan (Fleetwood)	68069	C	8
Brougham (Fleetwood)	68169	C	8
Calais Coupe	68247	C	8
Calais Hardtop Sedan	68249	C	8
Coupe DeVille	68347	C	8
Hardtop Sedan DeVille	68349	C	8
DeVille Convertible	68367	C	8
Sedan DeVille	68369	C	8
Eldorado Coupe (Fleetwood)	69347	D	8
"75" Sedan (Fleetwood)	69723	D	8
"75" Limousine (Fleetwood)	69733	D	8
1970 Cadillac			

Horizontal/Vertical Registration

Using horizontal registration settings, AppXtender Image Capture locates the left edge of the text and positions the left edge of the image a specified number of pixels from the left edge of text (or data). Using vertical registration settings, AppXtender Image Capture locates the topmost edge of the text, and positions it a fixed distance from the top edge of the image.

Note: If you are designing a form for later processing, a black line 1/16" thick across the top and a 1/8" thick line down the left edge provide reliable registration when you use Find Line for Register.

Central Focus

This feature causes AppXtender Image Capture to register using only the middle portion of the image border. Central Focus is useful for ignoring edge noise, letterheads, and logos.

Add Only

This feature causes expansion of the current margin (if it is smaller than the specified amount) to the size specified in the resultant left or top margin parameters.

Ignore Holes

Check this box to ignore binder holes and other left-edge noise when analyzing the margin. Leave this feature off unless you have holes or similar noise to avoid. This feature applies only to horizontal registration.

Resultant Left/Top Margin

This parameter determines how many pixels remain as a left or top margin after processing. Setting this value to 0 places text flush with the left or top edge of the image. A negative value crops the specified number of pixels from the left or top edge of the text.

Find Line for Register

This is a powerful feature for precise registration on forms, especially on forms with edge noise. Instead of using what it believes to be the edge of the text, AppXtender Image Capture instead positions the text in the image based on the position of a vertical line. This line should be significantly larger than any text characters (in particular, those characters to the left of this line). Therefore, set this parameter to a value larger than the height of characters but less than the length of this line. Setting the value to 0 deactivates this feature.

Advanced Registration Settings

Registration parameters for Horizontal and Vertical Registration are identical. The only difference is the orientation. Horizontal parameters refer to the left edge of an image, while vertical parameters deal with the top edge. The vertical adjustmentfeatures allow you to control alignment of the image in the vertical plane.

The advanced features of the Registration process are located in the lower left corner of the Registration tab. The Advanced settings give you finer control over image registration, augmenting the find line to register parameters previously described. The registration skip parameters apply to both normal registration and registration to line.

Line Gap

Line Gap values under 3 short gaps are ignored. However, setting these values over 3 reassembles broken lines into a whole line for registration purposes, and can dramatically improve success rate with the registration feature.

Line Thickness

AppXtender Image Capture scans across or down an image looking for lines. In some cases, AppXtender Image Capture can mistake dense text for a line. These parameters allow you to select the maximum line thickness as lower than the width of the text.

Registration Skip

Registration skip allows you to skip a number of scan lines before starting to look for valid information for registration. The skip feature is valuable for dealing with unwanted data on the edge of an image. In some cases, you may want to skip over a form line or margin note that is seen as valid data. In other cases, this feature can be useful to skip over scanner artifacts that look like lines and data.

Using Advanced Dot Shading Removal

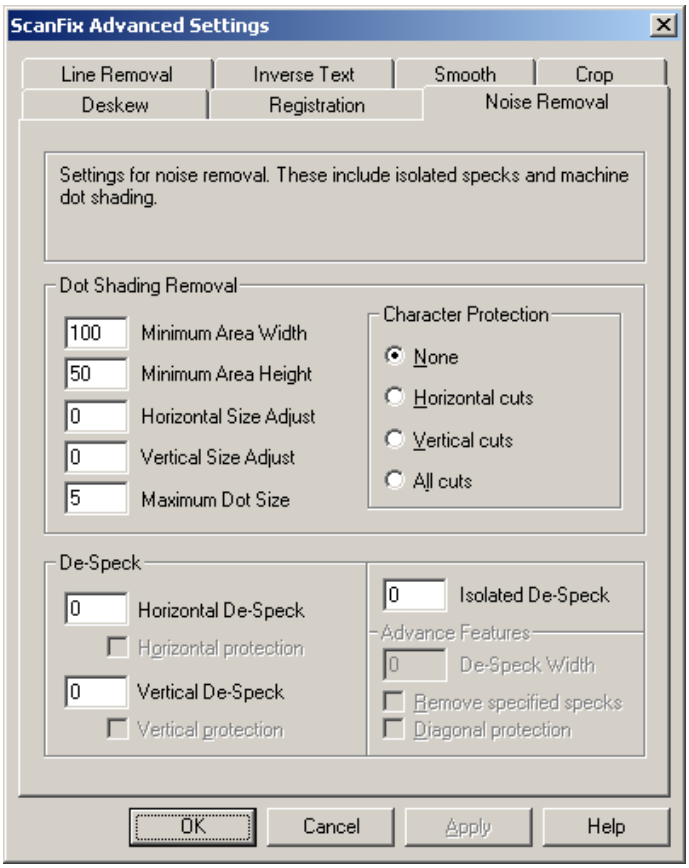
To simulate shades of gray, most black and white printers use dithering, also known as dot shading, to give the impression of gray shading. Some black and white scanners also use this technique when they scan color or grayscale images. AppXtender Image Capture can automatically detect and remove dot-shaded regions from the image, leaving any text inside the dot-shaded regions intact. The noise removal features allow you to remove dot shading, or 'dithered' areas of an image, without degrading text.

If the batches that you scan in AppXtender Image Capture will be processed using optical character recognition (OCR) in AppXtender, consider using the shade removal feature to automatically remove dot shading from an image. This allows shaded text to be recognized as text (not as graphics), which increases OCR performance in AppXtender. Shade removal also enhances the compressibility of image files containing heavily shaded areas by 50% or more, handling a wide range of dot sizes.

To perform advanced dot shading removal on an image:

1. From the Scan menu, select Configuration and then Enhancement Configuration. The ScanFix Configuration dialog box appears.
2. Enable the Dot shading removal option. Click Advanced. The ScanFix Advanced Settings dialog box appears.
3. Click the Noise Removal tab.
4. If necessary, modify the Dot Shading Removal settings on the Noise Removal tab. The following topics describe each setting:
   - Minimum Area Width, page 167
   - Minimum Area Height, page 167
   - Horizontal Size Adjust, page 167
   - Vertical Size Adjust, page 167
   - Maximum Dot Size, page 168
   - Character Protection, page 160

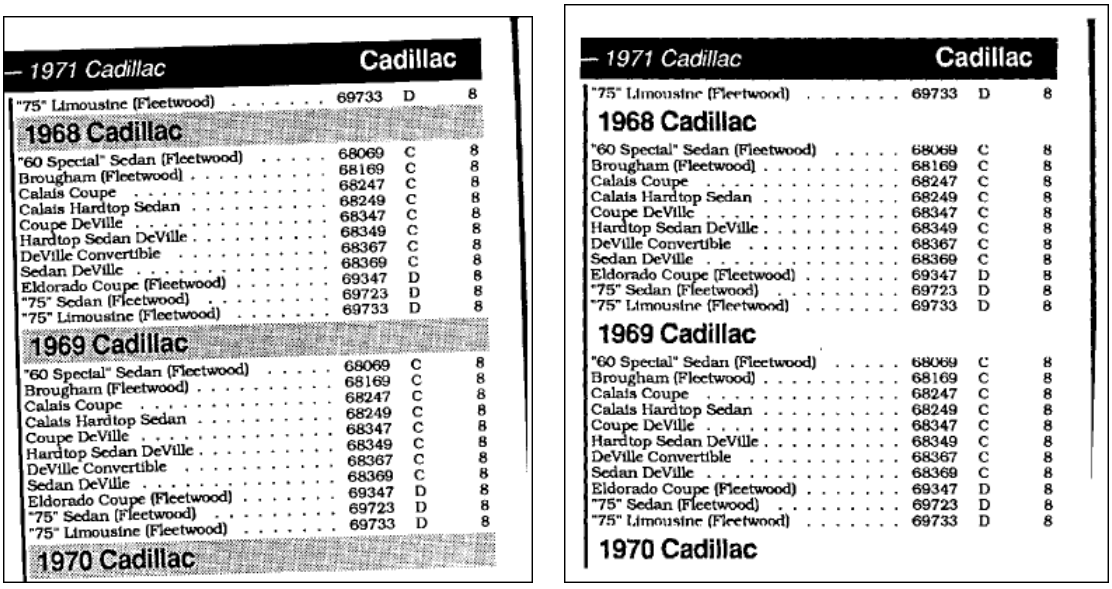
Figure 86. Noise Removal Tab



5. In the ScanFix Advanced Settings dialog box, click OK.
6. In the ScanFix Configuration dialog box, click OK to save the settings. (Any settings saved become the defaults.) The next time you scan a new batch or page into AppXtender Image Capture, dot shading is automatically removed from each image. Each enhanced image appears in the Batch Display view.

The following figure compares two examples of scanned images. The example image on the left has dot shading (highlighting "1968 Cadillac," "1969 Cadillac," and "1970 Cadillac") that needs to be removed. The dot shading in the example image on the right has been removed.

Figure 87. Using Dot Shading Removal



— 1971 Cadillac Cadillac

"75" Limousine (Fleetwood) . . . . . 69733 D 8

1968 Cadillac

"60 Special" Sedan (Fleetwood)	68069	C	8
Brougham (Fleetwood)	68169	C	8
Calais Coupe	68247	C	8
Calais Hardtop Sedan	68249	C	8
Coupe DeVille	68347	C	8
Hardtop Sedan DeVille	68349	C	8
DeVille Convertible	68367	C	8
Sedan DeVille	68369	C	8
Eldorado Coupe (Fleetwood)	69347	D	8
"75" Sedan (Fleetwood)	69723	D	8
"75" Limousine (Fleetwood)	69733	D	8

1969 Cadillac

"60 Special" Sedan (Fleetwood)	68069	C	8
Brougham (Fleetwood)	68169	C	8
Calais Coupe	68247	C	8
Calais Hardtop Sedan	68249	C	8
Coupe DeVille	68347	C	8
Hardtop Sedan DeVille	68349	C	8
DeVille Convertible	68367	C	8
Sedan DeVille	68369	C	8
Eldorado Coupe (Fleetwood)	69347	D	8
"75" Sedan (Fleetwood)	69723	D	8
"75" Limousine (Fleetwood)	69733	D	8

1970 Cadillac

— 1971 Cadillac Cadillac

"75" Limousine (Fleetwood) . . . . . 69733 D 8

1968 Cadillac

"60 Special" Sedan (Fleetwood)	68069	C	8
Brougham (Fleetwood)	68169	C	8
Calais Coupe	68247	C	8
Calais Hardtop Sedan	68249	C	8
Coupe DeVille	68347	C	8
Hardtop Sedan DeVille	68349	C	8
DeVille Convertible	68367	C	8
Sedan DeVille	68369	C	8
Eldorado Coupe (Fleetwood)	69347	D	8
"75" Sedan (Fleetwood)	69723	D	8
"75" Limousine (Fleetwood)	69733	D	8

1969 Cadillac

"60 Special" Sedan (Fleetwood)	68069	C	8
Brougham (Fleetwood)	68169	C	8
Calais Coupe	68247	C	8
Calais Hardtop Sedan	68249	C	8
Coupe DeVille	68347	C	8
Hardtop Sedan DeVille	68349	C	8
DeVille Convertible	68367	C	8
Sedan DeVille	68369	C	8
Eldorado Coupe (Fleetwood)	69347	D	8
"75" Sedan (Fleetwood)	69723	D	8
"75" Limousine (Fleetwood)	69733	D	8

1970 Cadillac

Minimum Area Width

This parameter determines the smallest horizontal width of any shaded areas to be processed. The default setting is 100 pixels. Set this value higher to reduce errors.

Minimum Area Height

This parameter controls the smallest expected vertical thickness of any shaded area. The default setting is 50 pixels. Set this value higher to detect thicker shaded areas and decrease this value to detect shorter dot shaded zones.

Horizontal Size Adjust

This parameter controls the width of specks to be removed. The default setting is 0. Set the value to 1 if specks remain after automated processing; this removes specks that are 1 pixel wider than the size designated in the Maximum Dot setting. Set the value to -1 if the text is being degraded. This decreases the width of the specks being removed by 1 pixel, sparing small text.

Vertical Size Adjust

This parameter controls the height of specks to be removed. The default setting is 0. Set the value to 1 if specks remain after the automated process; this removes specks that are 1 pixel taller than the

size set in Maximum Dot setting. Set the value to -1 if the text is being degraded. This decreases the height of the specks being removed by 1 pixel, sparing small text.

Maximum Dot Size

This setting determines the maximum size of individual dots that make up the dot shading. This determines the removal of dots up to, and including this size. The default value is 5 pixels.

Character Protection

This feature automaticallyremoves rotational distortion from the de-skewed characters, because de-skewing an image often distorts text characters. The options described in the following table allow you to select character protection with dot shading removal.

You can protect against horizontal cuts, vertical cuts, or cuts in both directions. This feature is more effective on horizontal and vertical segments of characters than it is on their diagonal segments. This feature may also preserve dots that touch letters. If the batches that you scan in AppXtender Image Capture will be processed using optical character recognition (OCR) in AppXtender, this feature may improve OCR results.

Table 30. Character Protection Options

Option	Description
None	Select none in most cases as this feature dramatically increases processing time.
Horizontal cuts	Select the horizontal cuts button to protect character segments horizontally.
Vertical cuts	Select the Vertical cuts button to protect character segments vertically.
All cuts	Select All cuts and character segments running both directions are protected.

Using Speck Removal

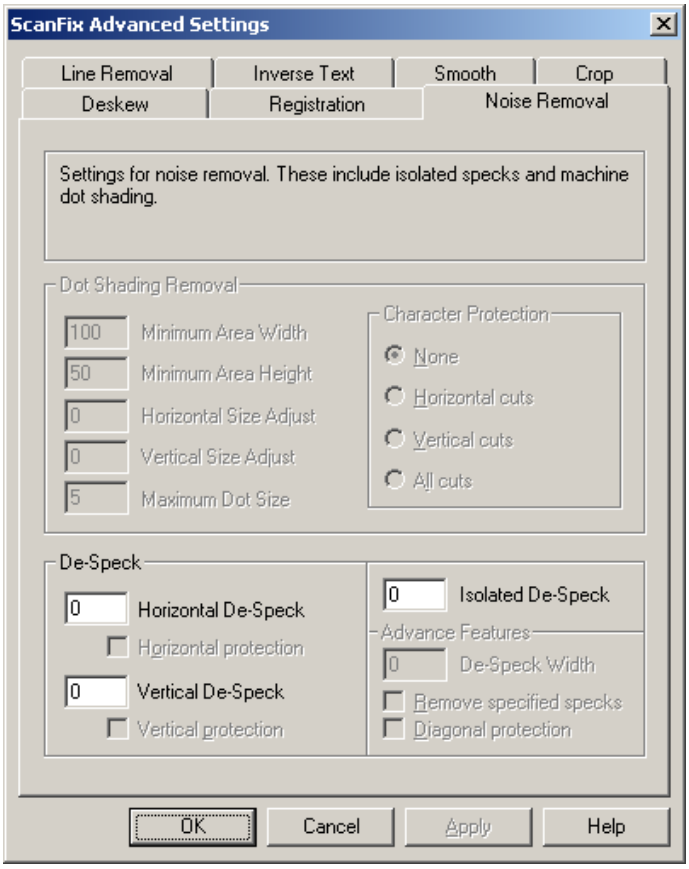
De-speck allows you to remove random horizontal and/or vertical specks (noise) from the image without degrading text.

To perform speck removal on an image:

1. From the Scan menu, select Configuration and then Enhancement Configuration. The ScanFix Configuration dialog box appears.
2. Click Advanced. The ScanFix Advanced Settings dialog box appears.

3. Click the Noise Removal tab.

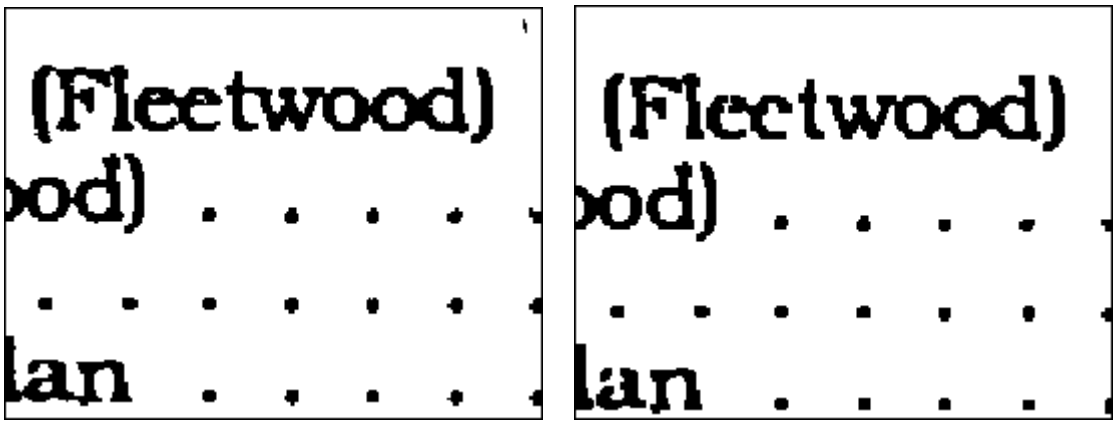
Figure 88. Noise Removal Tab



4. If necessary, modify the De-Speck settings on the Noise Removal tab. The following topics describe each De-Speck setting:
   - Horizontal De-Speck, page 170
   - Vertical De-Speck, page 170
   - Isolated De-Speck, page 171
5. In the ScanFix Advanced Settings dialog box, click OK.
6. In the ScanFix Configuration dialog box, click OK to save the settings. (Any settings saved become the defaults.) The next time you scan a new batch or page into AppXtender Image Capture, specks are automatically removed from each image. Each enhanced image appears in the Batch Display view.

The following figure compares two examples of scanned images. The example image on the left has a speck (above and to the right of "Fleetwood") that needs to be removed. In the example image on the right, the speck has been removed.

Figure 89. Using De-Speck



Horizontal De-Speck

This parameter sets the maximum horizontal size for de-speck, determining the width of specks to be removed. The default setting is 0. Slide the bar right to remove wider specks and slide the bar left to decrease erroneous text removal.

Horizontal Protection

Checking the Horizontal Protection box makes AppXtender Image Capture check the vertical plane to determine if the pixel group in question is part of a character.

Vertical De-Speck

This parameter controls the maximum vertical size for de-speck; the height of specks to be removed. Increase this value to remove larger (taller) specks and decrease to prevent erroneous text removal. Setting this value too high can remove small vertical sections of characters.

Vertical Protection

Checking the Vertical Protection box makes AppXtender Image Capture check the vertical plane to determine if the pixel group in question is part of a character.

Isolated De-Speck

This feature removes specks that are not touching anything else in the image. Larger values can cause AppXtender Image Capture to remove periods and the dots on the letters i and j. Isolated de-speck is faster than using both horizontal and vertical de-speck.

In the Isolated De-Speck text box, enter a number. The value given sets the largest dimension for a speck in any direction. Press the [TAB] keyand the advanced features become activated.

The Advanced Features area of the Noise Removal tab only applies to the Isolated De-Speck feature. The following table describes the options in the Advanced Features area:

Table 31. Isolated De-Speck Options

Option	Description
De-Speck Width	The width parameter allows you to set different values for the height and width of a speck. The value set in isolated de-speck becomes the height, and the value given here becomes the width. Essentially, this makes a box a rectangle and de-speck removes any speck that fits within the rectangle.
Diagonal Protection	In normal processing, the four pixels above, below, and to either side of a suspected speck are looked at. With this mode active, AppXtender Image Capture looks at the four corners as well. Use this feature only when you find that the diagonal portion of text characters is being removed.

Using Advanced Line Removal

Line removal settings remove horizontal and/or vertical lines from an image. If the batches that you scan in AppXtender Image Capture will be processed using optical character recognition (OCR) in AppXtender, removing lines increases the accuracy of the OCR process. AppXtender Image Capture automatically detects and removes horizontal or vertical lines – even the most degraded lines (under the Maximum Line Gap parameter).

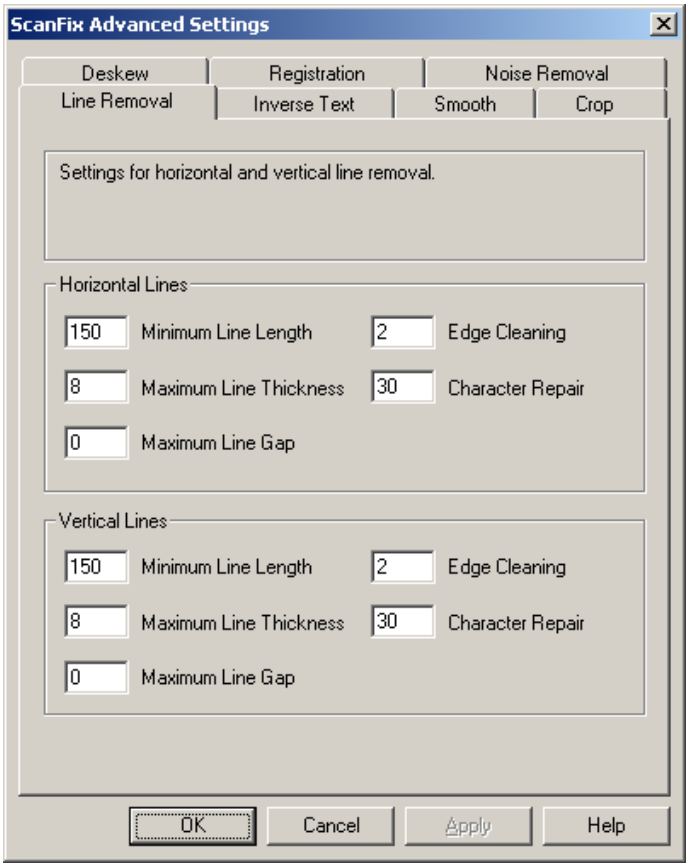
With the Advanced Character Repair feature, the accuracy of OCR improves greatly with difficult documents, such as typed forms and those with underlined words. You can activate horizontal line management separately from vertical line settings with independent parameters. Other than orientation, these features are identical.

Note: If line removal removes large text, you have several options. You can estimate the thickness of the horizontal segments of the largest text characters in the image, and set maximum line thickness to some value lower than that thickness. Another option is to set horizontal minimum line values to larger than the length of the longest horizontal segments of the largest text characters. Conversely, set vertical line management values higher than the longest vertical segment.

To perform advanced line removal on an image:

1. From the Scan menu, select Configuration and then Enhancement Configuration. The ScanFix Configuration dialog box appears.
2. Enable the Horizontal line removal option, the Vertical line removal option, or both. Click Advanced. The ScanFix Advanced Settings dialog box appears.
3. Click the Line Removal tab.

Figure 90. Line Removal Tab

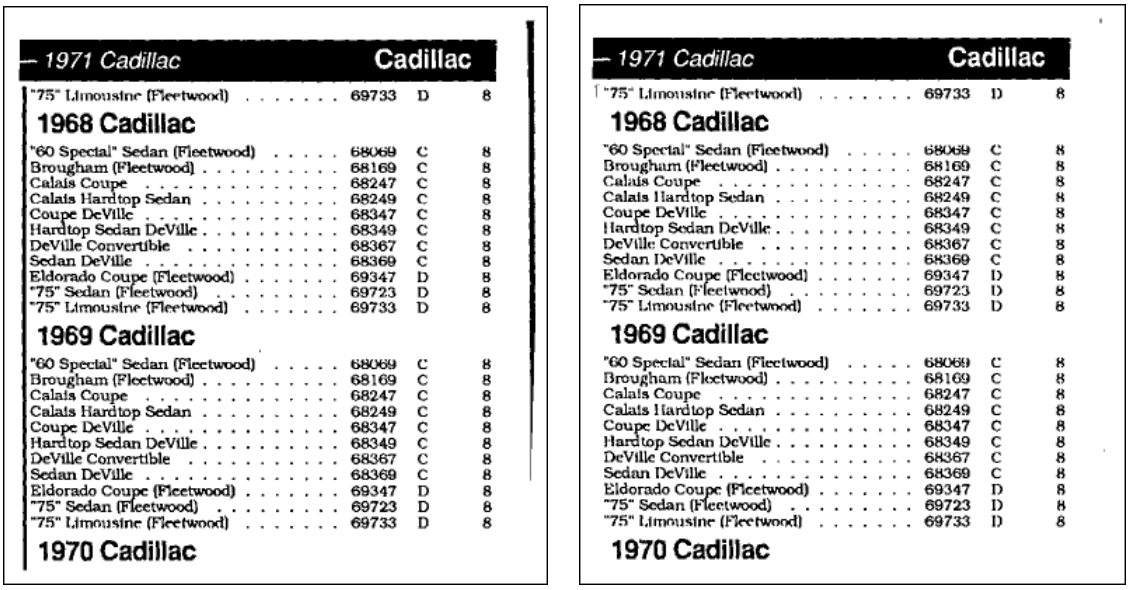


4. If necessary, modify the settings on the Line Removal tab. The following topics describe each setting:
   - Minimum Line Length, page 173
   - Maximum Line Thickness, page 173
   - Maximum Line Gap, page 174
   - Edge Cleaning, page 174
   - Character Repair, page 174
5. In the ScanFix Advanced Settings dialog box, click OK.
6. In the ScanFix Configuration dialog box, click OK to save the settings. (Any settings saved become the defaults.) The next time you scan a new batch or page into AppXtender Image

Capture, horizontal and vertical lines are automatically removed from each image. Each enhanced image appears in the Batch Display view.

The following figure compares two examples of scanned images. The example image on the left has a thick line along the right side that needs to be removed. In the example image on the right, the thick line has been removed.

Figure 91. Using Vertical Line Removal



Minimum Line Length

This parameter sets the minimum length of a line to detect and remove from the image. The line removal system can identify and remove very short horizontal lines, such as the one across a large capital T. The default setting is 150 horizontal pixels (1/2 inch at 300 DPI) and 150 vertical pixels.

Maximum Line Thickness

This parameter sets the thickness of a line for the system to detect. Some images have short graphic lines that you want to remove and large text characters you want to preserve. Because extremely large text is usually thicker than the lines on forms, you can use this feature to keep AppXtender Image Capture from removing very large text in titles. The horizontal and vertical default setting is 20 pixels.

Note: The capital "I" in a large title or headline has horizontal and vertical components that could be mistaken for lines and that could be removed. To avoid unintentional line removal, set the maximum line thickness parameter to a smaller value (like 10). You may also set minimum line thickness to be longer than the widest text.

Maximum Line Gap

This parameter sets the maximum size of a gap allowed in a line. This assures complete removal of lines containing gaps. The default setting is 1 pixel for both horizontal and vertical and works well for most clean images.

Edge Cleaning

Noise near a line is removed along with the line; this feature determines how far AppXtender Image Capture looks for stray pixels near a line. The default setting is 2. Set this value to 3 or 4 if unwanted line shadow remnants remain, or 0 or 1 if adjacent text is degraded. The Character Repair feature can often repair text damaged by line removal.

Character Repair

This parameter sets the maximum width or height, in pixels, of characters to reconstruct after the line removal is performed. The default setting is 20 pixels. Set this parameter higher if text is not being adequately repaired and lower if unintentional reconstruction occurs. Setting this value to 0 disables character reconstruction.

Note: When you disable Character Repair, you may want to set the Edge Cleaning factor lower than 2 (the default) if line removal is damaging characters.

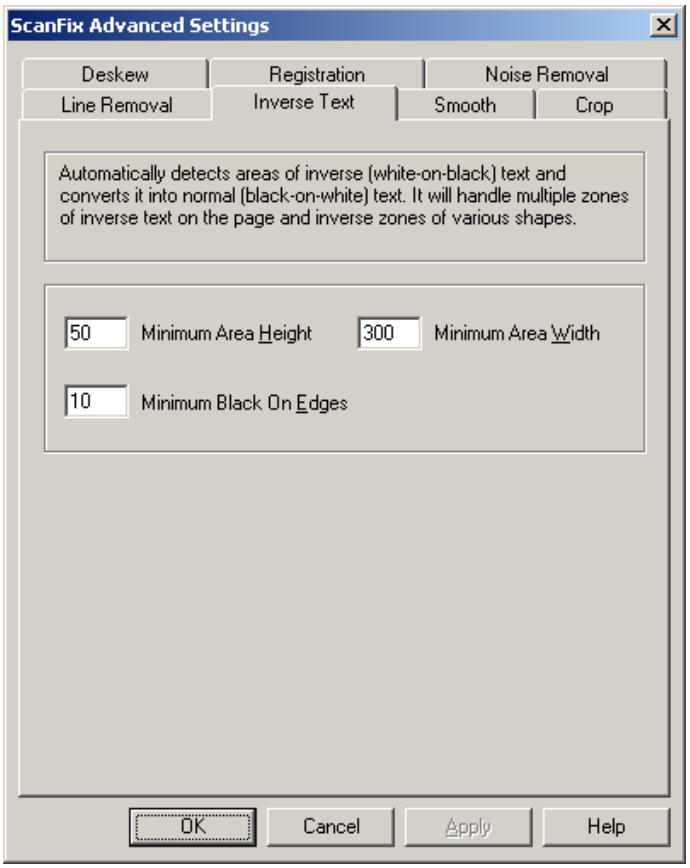
Using Advanced Inverse Text Correction

Inverse text detects white text with a black background (inverse text) and converts it to black text with a white background (normal text). If the batches that you scan in AppXtender Image Capture will be processed using optical character recognition (OCR) in AppXtender, this feature can be used to prepare images for the OCR, which cannot read inverse text.

To perform advanced inverse text correction on an image:

1. From the Scan menu, select Configuration and then Enhancement Configuration. The ScanFix Configuration dialog box appears.
2. Enable the Inverse text correction option. Click Advanced. The ScanFix Advanced Settings dialog box appears.
3. Click the Inverse Text tab.

Figure 92. Inverse Text Tab



4. If necessary, modify the settings on the Inverse Text tab. The following table describes each setting:

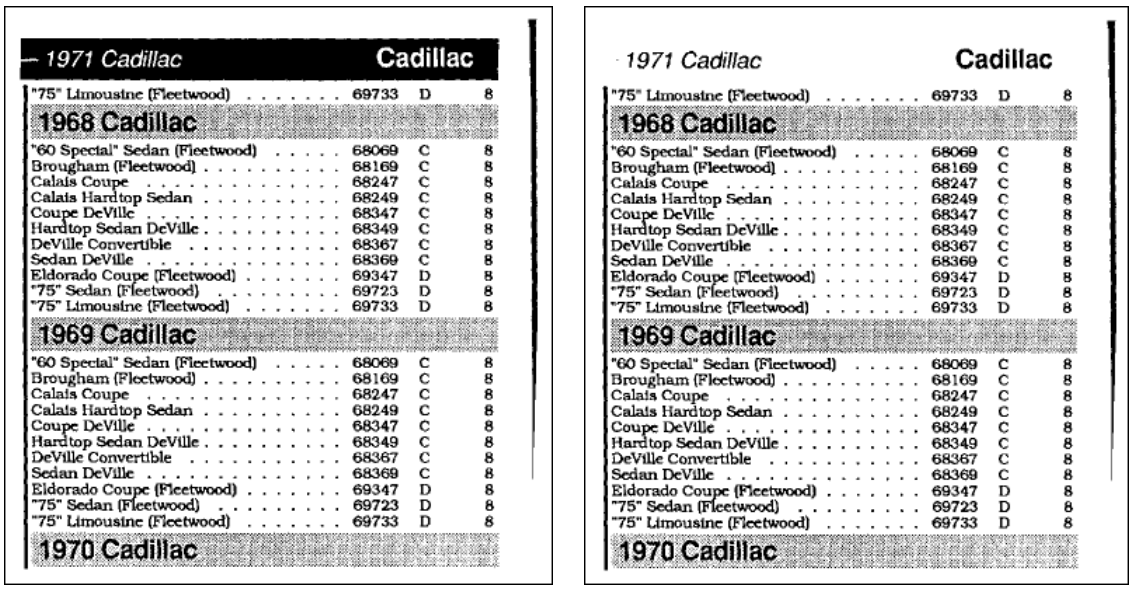
Table 32. Inverse Text Settings

Setting	Description
Minimum Area Height	This parameter controls the smallest vertical thickness of inverse text areas. The default setting is 50 pixels. Decrease this value if small areas of inverse text are missed or increase this value if normal text is treated as inverse.
Minimum Area Width	This parameter controls the smallest horizontal width of inverse text areas. The default setting is 300 pixels. Decrease this value if small bands of inverse text are missed or increase this value if normal text is treated as inverse.
Minimum Black On Edges	This parameter controls the smallest horizontal distance between the edge of an inverse text area and the inverse text itself. The default setting is 10 pixels. Decrease this value if small areas of inverse text are missed or increase this value if normal text is treated as inverse.

5. In the ScanFix Advanced Settings dialog box, click OK.
6. In the ScanFix Configuration dialog box, click OK to save the settings. (Any settings saved become the defaults.) The next time you scan a new batch or page into AppXtender Image Capture, inverse text on each image is automatically converted to normal text. Each enhanced image appears in the Batch Display view.

The following figure compares two examples of scanned images. The example image on the left has inverse text that needs to be corrected. In the example image on the right, the inverse text has been corrected.

Figure 93. Using Inverse Text Correction



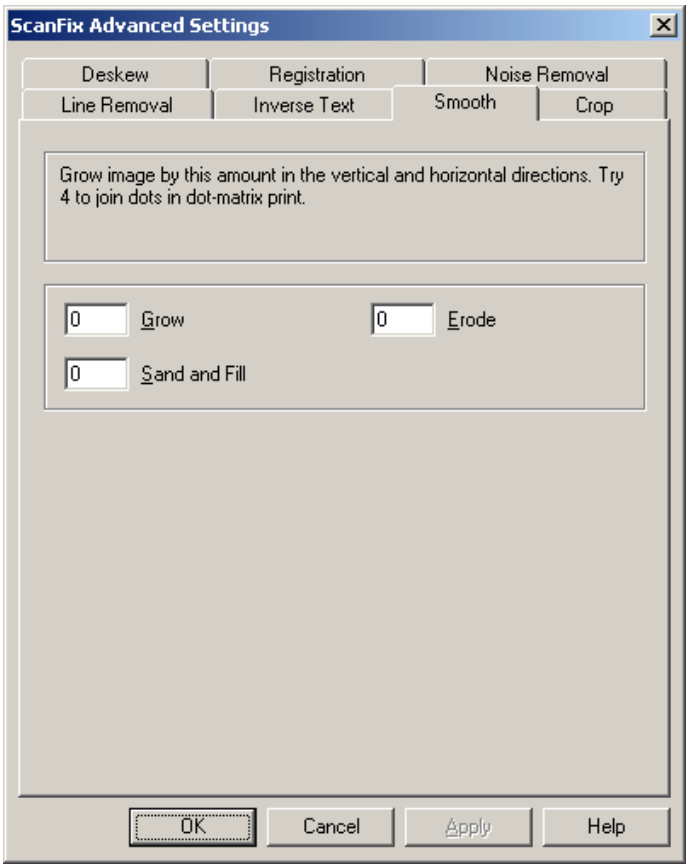
Smoothing Characters

Smoothing characters involves growing and eroding characters in an image and then using "sand" or "fill" operations to produce a finished look. Dot matrix print becomes readable using this setting. This feature allows for de-emphasizing bold text, bringing out faint text, and smoothing out the jagged edges of text.

To smooth characters in an image:

1. From the Scan menu, select Configuration and then Enhancement Configuration. The ScanFix Configuration dialog box appears.
2. Click Advanced. The ScanFix Advanced Settings dialog box appears.
3. Click the Smooth tab.

Figure 94. Smooth Tab



4. If necessary, modify the settings on the Smooth tab. The following table describes each setting:

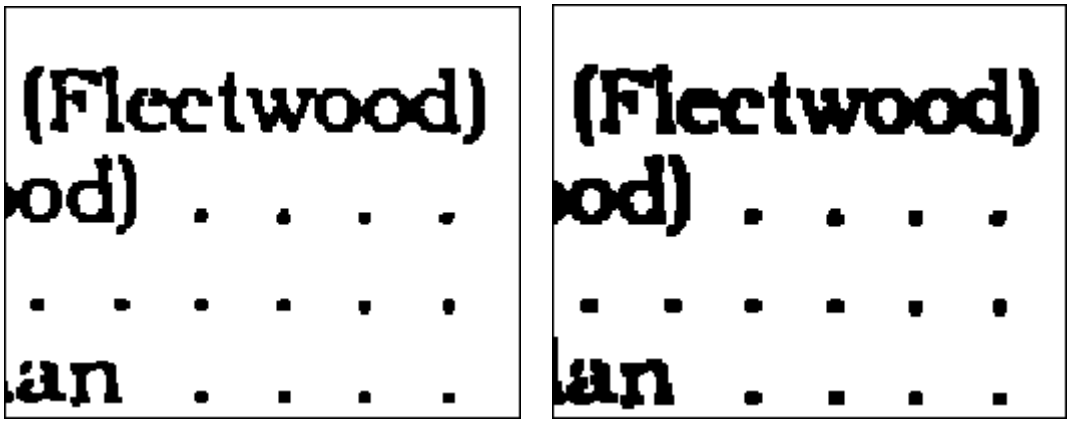
Table 33. Smooth Settings

Setting	Description
Grow	This feature makes single pixels "grow" into small dots, and expands the borders of text characters. It is very useful for making a font bolder and has the affect of "connecting the dots" of dot matrix print. Lower this value if characters start touching one another or integral spaces in letters close up.
Erode	This feature looks at groups of black pixels and removes the outer edges. This has the effect of making a speck or text character "shrink" by selected value. Setting this value to 2 erodes a 3 by 3 block of pixels to a single central pixel, or makes a 2 by 2 block of black pixels disappear entirely. Negative values are not allowed with this feature.
Sand and Fill	This feature improves an image's appearance by smoothing out the edges of characters. It does this by filling small pits and removing small bumps on the edges of characters. Sand and fill options reduces its compressed image file size. Use larger values (from 1 to 5) for larger type size, pits and bumps.

5. In the ScanFix Advanced Settings dialog box, click OK.
6. In the ScanFix Configuration dialog box, click OK to save the settings. (Any settings saved become the defaults.) The next time you scan a new batch or page into AppXtender Image Capture, characters on each image are automatically smoothed. Each enhanced image appears in the Batch Display view.

The following figure compares two examples of scanned images. The example image on the left has text that needs to be smoothed. The text in the example image on the right has been smoothed with the Grow option.

Figure 95. Smoothing Characters



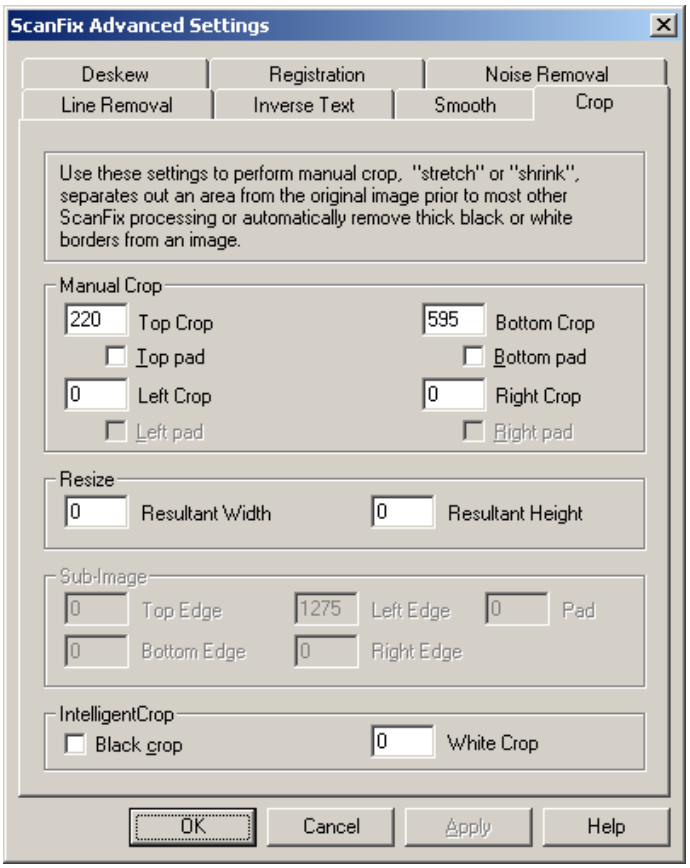
Using Manual Crop

Manual crop resizes an image by adding or removing a specified number of pixels from the image in the selected directions. This feature does not alter the image resolution. Only when values are entered into the crop text boxes do the pad text boxes become enabled.

To crop an image manually:

1. From the Scan menu, select Configuration and then Enhancement Configuration. The ScanFix Configuration dialog box appears.
2. Click Advanced. The ScanFix Advanced Settings dialog box appears.
3. Click the Crop tab.

Figure 96. Crop Tab



4. If necessary, modify the Manual Crop settings on the Crop tab.
   The following table describes each setting:

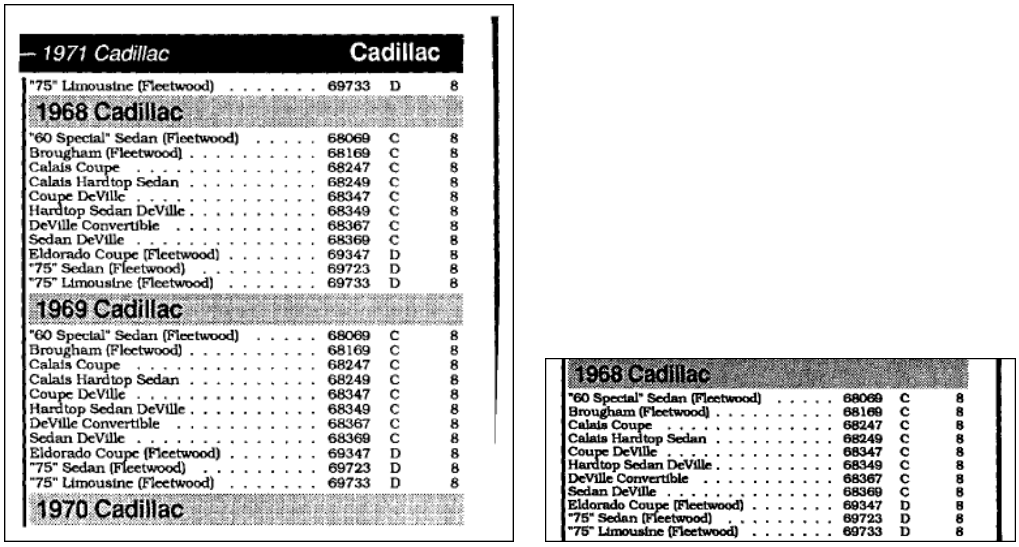
Table 34. Manual Crop Settings

Setting	Description
Top Crop/Pad	Removes the specified number of pixels from the top edge of the image. The manual crop function starts at the edge of the image and ignores image data. Pad adds the specified number of pixels (the value in top crop) to the top edge of the image.
Bottom Crop/Pad	Removes the specified number of pixels from the bottom edge of the image. This parameter can help remove unwanted noise from an image, or unwanted footer information. The bottom pad adds the specified number (from the bottom crop value) of pixels to the bottom edge of the image.
Left Crop/Pad	Removes the specified number of pixels from the left edge of the image. Left pad adds the specified number of pixels (in left crop) to the left edge of the image.
Right Crop/ Pad	Removes the specified number of pixels from the right edge of the image. Right pad adds the specified number (from the right crop setting) of pixels to the right edge of the image.

5. In the ScanFix Advanced Settings dialog box, click OK.
6. In the ScanFix Configuration dialog box, click OK to save the settings. (Any settings saved become the defaults.) The next time you scan a new batch or page into AppXtender Image Capture, the specified areas of each image are automatically cropped from the image. Each enhanced image appears in the Batch Display view.

The following figure compares two examples of scanned images. The example image on the left has areas that need to be cropped out. The example image on the right has been cropped.

Figure 97. Using Manual Crop


1971 Cadillac
Cadillac
"75" Limousine (Fleetwood) 69733 D 8
1968 Cadillac
"60 Special" Sedan (Fleetwood) 68069 C 8
Brougham (Fleetwood) 68169 C 8
Calais Coupe 68247 C 8
Calais Hardtop Sedan 68249 C 8
Coupe DeVille 68347 C 8
Hardtop Sedan DeVille 68349 C 8
DeVille Convertible 68367 C 8
Sedan DeVille 68369 C 8
Eldorado Coupe (Fleetwood) 69347 D 8
"75" Sedan (Fleetwood) 69723 D 8
"75" Limousine (Fleetwood) 69733 D 8
1969 Cadillac
"60 Special" Sedan (Fleetwood) 68069 C 8
Brougham (Fleetwood) 68169 C 8
Calais Coupe 68247 C 8
Calais Hardtop Sedan 68249 C 8
Coupe DeVille 68347 C 8
Hardtop Sedan DeVille 68349 C 8
DeVille Convertible 68367 C 8
Sedan DeVille 68369 C 8
Eldorado Coupe (Fleetwood) 69347 D 8
"75" Sedan (Fleetwood) 69723 D 8
"75" Limousine (Fleetwood) 69733 D 8
1970 Cadillac
1968 Cadillac
"60 Special" Sedan (Fleetwood) 68069 C 8
Brougham (Fleetwood) 68169 C 8
Calais Coupe 68247 C 8
Calais Hardtop Sedan 68249 C 8
Coupe DeVille 68347 C 8
Hardtop Sedan DeVille 68349 C 8
DeVille Convertible 68367 C 8
Sedan DeVille 68369 C 8
Eldorado Coupe (Fleetwood) 69347 D 8
"75" Sedan (Fleetwood) 69723 D 8
"75" Limousine (Fleetwood) 69733 D 8

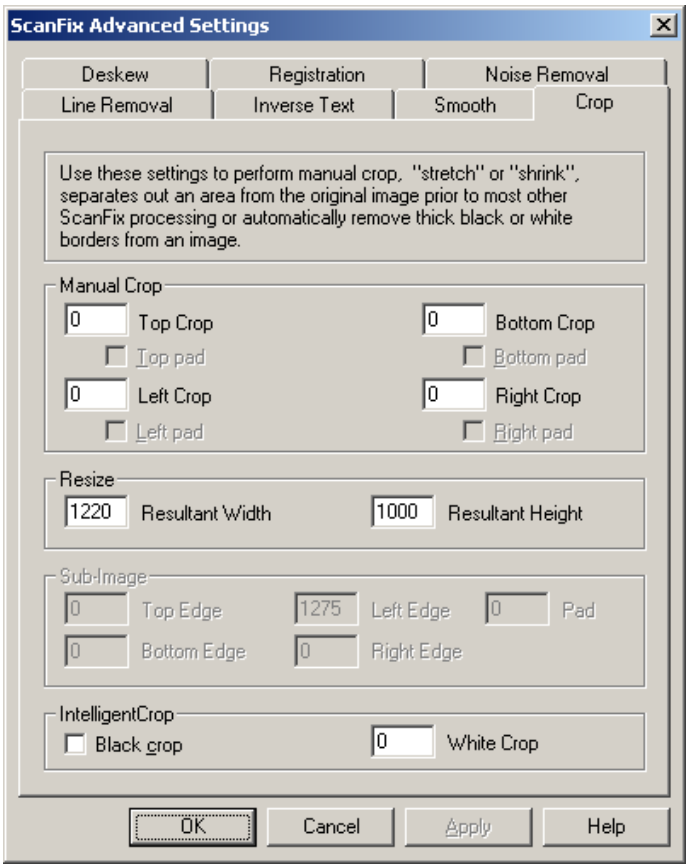
Resizing an Image

AppXtender Image Capture can alter the size of an image to user-defined dimensions. This feature does not change the resolution (DPI) of the image, but it compresses or expands the image data to match the new image size.

To resize an image:

1. From the Scan menu, select Configuration and then Enhancement Configuration. The ScanFix Configuration dialog box appears.
2. Click Advanced. The ScanFix Advanced Settings dialog box appears.
3. Click the Crop tab.

Figure 98. Crop Tab



4. If necessary, modify the Resize settings on the Crop tab. The following table describes each setting:

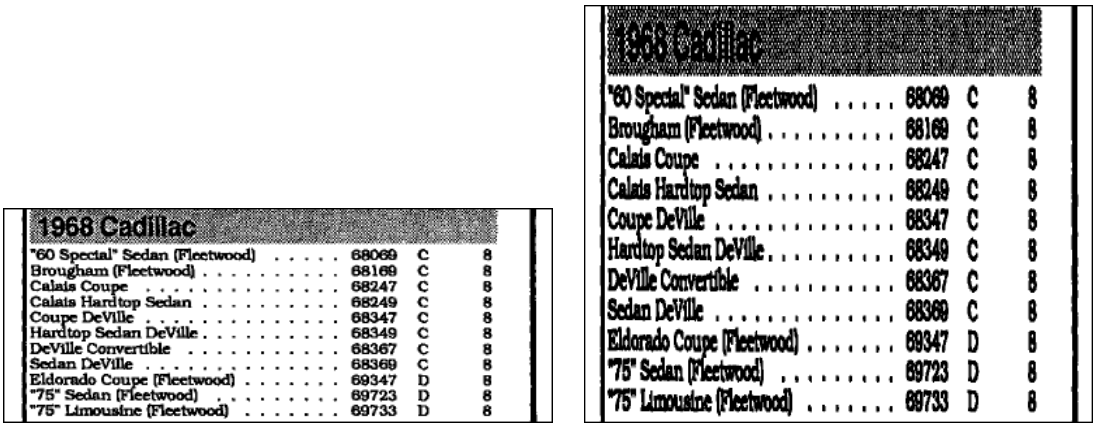
Table 35. Resize Settings

Setting	Description
Resultant Width	Sets the output width of the image and magnifies or shrinks the image to this width.
Resultant Height	Sets the output height of the image and magnifies or shrinks the image to this height.

5. In the ScanFix Advanced Settings dialog box, click OK.
6. In the ScanFix Configuration dialog box, click OK to save the settings. (Any settings saved become the defaults.) The next time you scan a new batch or page into AppXtender Image Capture, each image is automatically resized and appears in the Batch Display view.

The following figure compares two examples of scanned images. The example image on the left needs to be resized. The example image on the right has been resized.

Figure 99. Resizing an Image



1968 Cadillac

"60 Special" Sedan (Fleetwood)	68069	C	8
Brougham (Fleetwood)	68169	C	8
Calais Coupe	68247	C	8
Calais Hardtop Sedan	68249	C	8
Coupe DeVille	68347	C	8
Hardtop Sedan DeVille	68349	C	8
DeVille Convertible	68367	C	8
Sedan DeVille	68369	C	8
Eldorado Coupe (Fleetwood)	69347	D	8
"75" Sedan (Fleetwood)	69723	D	8
"75" Limousine (Fleetwood)	69733	D	8

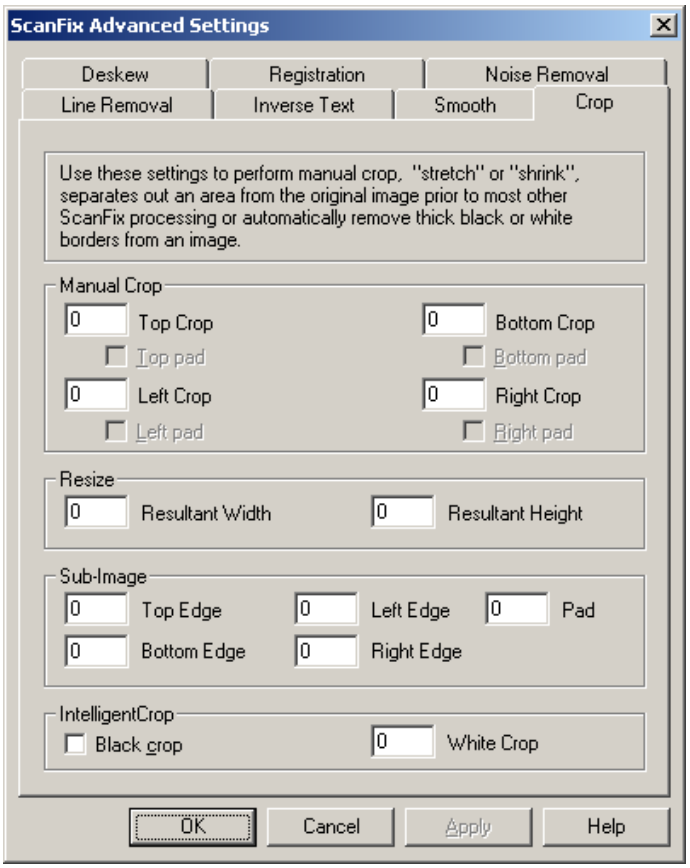
Using Advanced Sub Image

This feature allows you to isolate a specified area from an image, called a Sub-Image. This extraction occurs after de-skew and register, but before any other processing. The sub-image is then processed with all other active features after discarding all remaining parts of the image.

To enhance a sub image of an image:

1. From the Scan menu, select Configuration and then Enhancement Configuration. The ScanFix Configuration dialog box appears.
2. Enable the Image de-skew option and the registration options.
   - For information on the Image de-skew option, see Using Advanced De-skew, page 158.
   - For information on the registration options, see Using Advanced Registration, page 161.
3. Enable the Sub image option and any other options for enhancements that you want to perform on the sub-image.
4. Click Advanced. The ScanFix Advanced Settings dialog box appears.
5. Click the Crop tab.

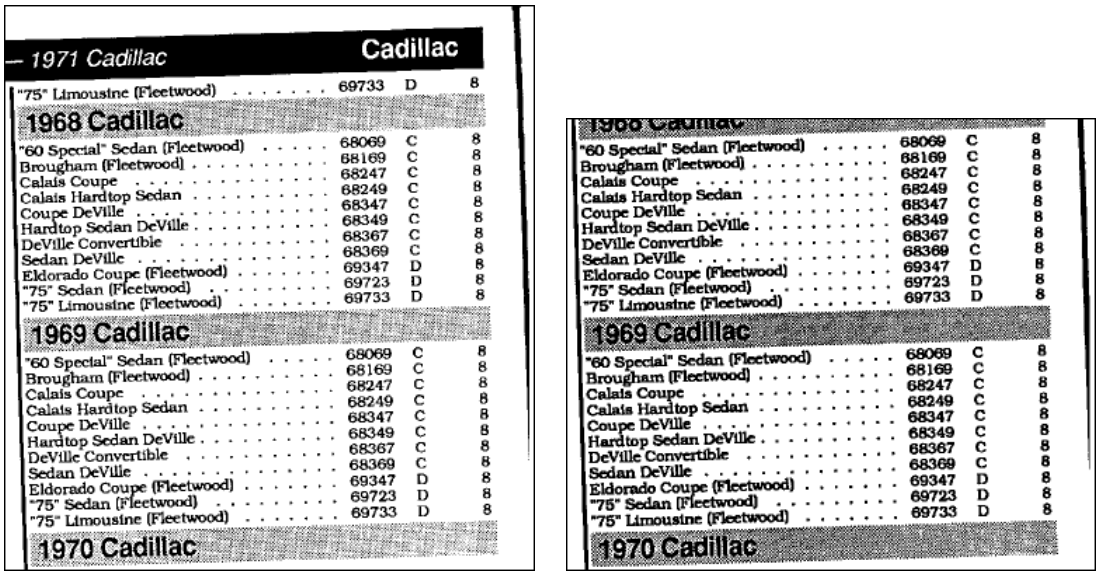
Figure 100. Crop Tab



6. If necessary, modify the Sub-Image settings on the Crop tab. The following topics describe each setting:
   - Top Edge, page 184
   - Bottom Edge, page 184
   - Left Edge, page 184
   - Right Edge, page 184
7. Configure other tabs, if necessary, to perform enhancements on the sub-image.
8. In the ScanFix Advanced Settings dialog box, click OK.
9. In the ScanFix Configuration dialog box, click OK to save the settings. (Any settings saved become the defaults.) The next time you scan a new batch or page into AppXtender Image Capture, for each image, AppXtender Image Capture automatically performs deskew and registration on the whole image, and then performs all other configured enhancements on the sub-image. Each enhanced image appears in the Batch Display view.

The following figure compares two examples of scanned images. The example scanned image on the right is a sub image of the example scanned image on the left.

Figure 101. Using Sub Image



1971 Cadillac

Cadillac			
"75" Limousine (Fleetwood)	69733	D	8

1968 Cadillac

"60 Special" Sedan (Fleetwood)	68069	C	8
Brougham (Fleetwood)	68169	C	8
Calais Coupe	68247	C	8
Calais Hardtop Sedan	68249	C	8
Coupe DeVille	68347	C	8
Hardtop Sedan DeVille	68349	C	8
DeVille Convertible	68367	C	8
Sedan DeVille	68369	C	8
Eldorado Coupe (Fleetwood)	69347	D	8
"75" Sedan (Fleetwood)	69723	D	8
"75" Limousine (Fleetwood)	69733	D	8

1969 Cadillac

"60 Special" Sedan (Fleetwood)	68069	C	8
Brougham (Fleetwood)	68169	C	8
Calais Coupe	68247	C	8
Calais Hardtop Sedan	68249	C	8
Coupe DeVille	68347	C	8
Hardtop Sedan DeVille	68349	C	8
DeVille Convertible	68367	C	8
Sedan DeVille	68369	C	8
Eldorado Coupe (Fleetwood)	69347	D	8
"75" Sedan (Fleetwood)	69723	D	8
"75" Limousine (Fleetwood)	69733	D	8

1970 Cadillac

1968 Cadillac

"60 Special" Sedan (Fleetwood)	68069	C	8
Brougham (Fleetwood)	68169	C	8
Calais Coupe	68247	C	8
Calais Hardtop Sedan	68249	C	8
Coupe DeVille	68347	C	8
Hardtop Sedan DeVille	68349	C	8
DeVille Convertible	68367	C	8
Sedan DeVille	68369	C	8
Eldorado Coupe (Fleetwood)	69347	D	8
"75" Sedan (Fleetwood)	69723	D	8
"75" Limousine (Fleetwood)	69733	D	8

1969 Cadillac

"60 Special" Sedan (Fleetwood)	68069	C	8
Brougham (Fleetwood)	68169	C	8
Calais Coupe	68247	C	8
Calais Hardtop Sedan	68249	C	8
Coupe DeVille	68347	C	8
Hardtop Sedan DeVille	68349	C	8
DeVille Convertible	68367	C	8
Sedan DeVille	68369	C	8
Eldorado Coupe (Fleetwood)	69347	D	8
"75" Sedan (Fleetwood)	69723	D	8
"75" Limousine (Fleetwood)	69733	D	8

1970 Cadillac

Top Edge

This value defines the top edge of sub-image to extract, measured in pixels from the top of the image after performing de-skew and registration. Use 0 to start from the very top of the image.

Bottom Edge

This value defines the bottom edge of the sub-image to extract, measured in pixels from the top of the image after de-skew and registration. Use 0 to signify the very bottom of the image.

Left Edge

This defines the bottom edge of the sub-image to extract, measured in pixels from the left edge of the image after processing de-skew and registration. Use 0 to start from the left edge of the image.

Note: Try using 1275 (4.25 inches at 300 DPI) to crop the left half of a typical 8.5 inch by 11 inch page.

Right Edge

This value sets the right edge of the sub-image to separate, measured in pixels from the left edge of the image after processing de-skew and registration. Use 0 to signify the image's right edge.

Note: Try using 1275 (4.25 inches at 300 DPI) to crop the right half of a typical 8.5 inch by 11 inch page.

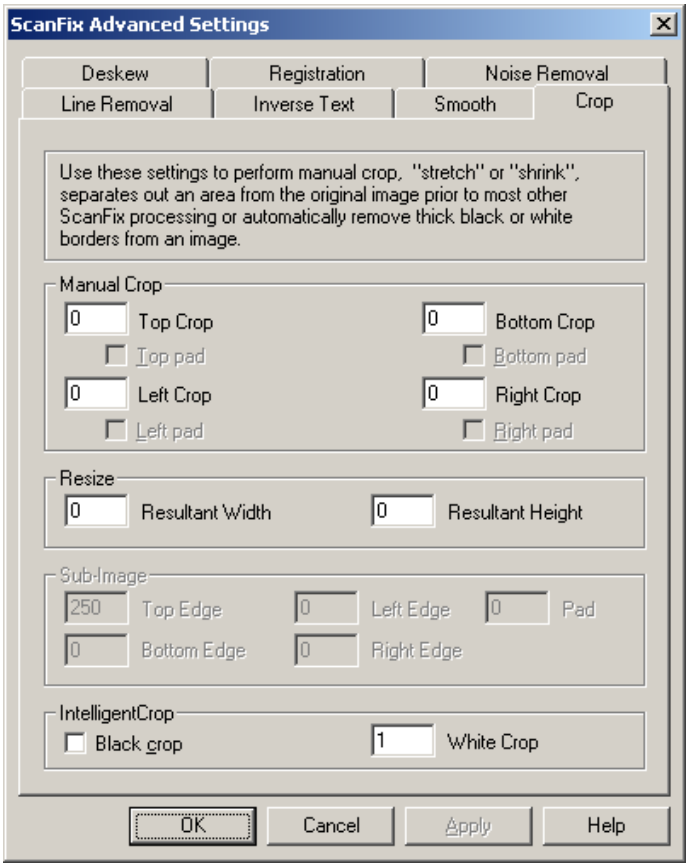
Using IntelligentCrop

This option allows bleaching out black or shaded borders. Intelligent crop performs image analysis to determine where the edge of the data lies in relation to the edge of the image, automaticallycropping the image to leave behind only the data you require.

To crop an image with IntelligentCrop:

1. From the Scan menu, select Configuration and then Enhancement Configuration. The ScanFix Configuration dialog box appears.
2. Click Advanced. The ScanFix Advanced Settings dialog box appears.
3. Click the Crop tab.

Figure 102. Crop Tab



4. If necessary, modify the IntelligentCrop settings on the Crop tab. The following table describes each setting:

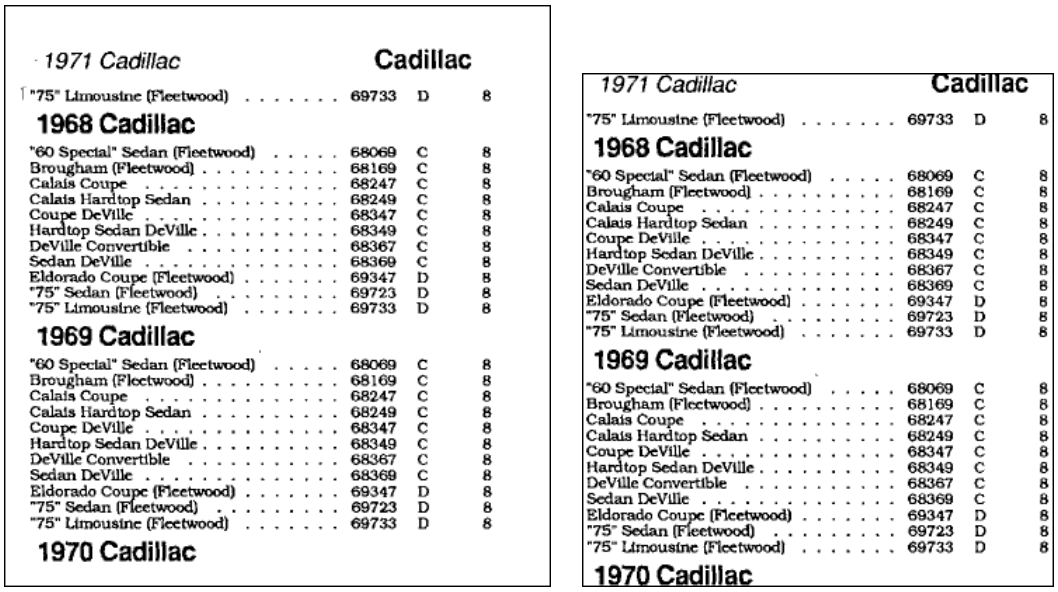
Table 36. IntelligentCrop Settings

Setting	Description
Black Crop	This feature detects black border around an image's perimeter resulting from scanning or other input system and "bleaches" out this unnecessary feature without actually removing it.
White Crop	This feature trims the white space around the border of an image where no data appears. The value entered here is the white border size in pixels that remains after cropping. You can substitute this feature for registration, but it is not as precise. Setting the value to 0 deactivates this feature. AppXtender Image Capture performs black crop first if both are activated.

5. In the ScanFix Advanced Settings dialog box, click OK.
6. In the ScanFix Configuration dialog box, click OK to save the settings. (Any settings saved become the defaults.) The next time you scan a new batch or page into AppXtender Image Capture, the border of each image is automatically bleached or trimmed as specified. Each enhanced image appears in the Batch Display view.

The following figure compares two examples of scanned images. The example image on the left has white space that needs to be cropped. The white space surrounding the example image on the right has been cropped.

Figure 103. Using IntelligentCrop



Appendix A

Move Online

ApplicationXtender Move Online enables users to move locally scanned and imported documents from a temporary scan storage area to the document write path that has been configured for an application.

Introduction to ApplicationXtender Move Online

To use Move Online:

1. Perform local scanning sessions. For detailed instructions, see Performing a Local Scanning Session, page 187.
2. Move the locally scanned batches online. For detailed instructions, see Moving Locally Scanned Batches Online, page 188 or Command Line Options, page 189.

Performing a Local Scanning Session

To perform a local scanning session:

1. Make sure the document write path has been configured for the application in the ApplicationXtender Application Generator. Each application can have a different document write path. The system administrator sets this parameter during application generation. For information on defining this path, consult your AppXtender system administrator or refer to the "Creating an Application" chapter of the *ApplicationXtender Core Components Administrator's Guide*.
2. In the Paths tab of the AppXtender Image Capture Configuration dialog box, enable the Local Write Path option and specify the local write path you want to use. For more information on the specifying a local write path, consult your AppXtender system administrator, or refer to the "Configuring AppXtender Workstations" chapter of the *ApplicationXtender Core Components Administrator's Guide*.

   Note: The Local Write Path option should be enabled when scanning locally. The option remains enabled until you clear the check box in the Paths tab of the Configuration dialog box. Make sure you have sufficient hard drive space on your local drive for the images you plan to scan.
3. Scan the images into the desired AppXtender application. For more information, see Chapter 3, Creating Batches.

Moving Locally Scanned Batches Online

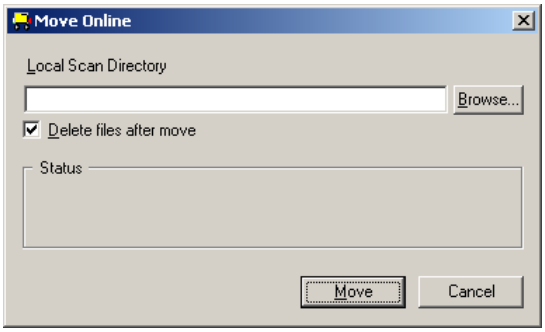
The following procedure describes how to move the locally scanned batches online. Even if the locally scanned batches are from different applications, Move Online transfers them to their respective permanent locations.

Note: Your login procedure may vary depending on the security provider in use for the current data source. For information, see Variations on Login Procedures, page 34.

To move the locally scanned batches online:

1. Make sure the data source in which you want to move batches is the default data source. For instructions, refer to Specifying a Default Data Source, page 32.
2. From the Windows Start menu, select Programs > ApplicationXtender Desktop > Move Online. The Login dialog box appears.
3. In the User Name text box, type a user name that is valid for the default data source.
4. In the Password text box, type your password.
5. If you want Move Online to remember your password, enable the Remember Password option.
6. Click Login. The Move Online dialog box appears.

Figure 104. Move Online Dialog Box



7. In the Local Scan Directory text box, make sure the location of the locally scanned batches is specified. You can click Browse to access a search dialog box. (By default, the value in this text box is the same as the Local Write Path text box on the Paths tab of the AppXtender or AppXtender Image Capture Configuration dialog box.)
8. You have the following choices:
   - If you want Move Online to delete the files from the local scan directory after moving them, enable the Delete files after move option.

     Click Move. Move Online moves all batches that were scanned to local scan directory. Even if the batches are from different applications, Move Online moves them to their defined write paths. The status area of the Move Online dialog box indicates the status of the procedure.
   - If you do not want Move Online to delete the files from the local scan directory after moving them, disable the Delete files after move option. This option is enabled by default. Once you disable the option, the Move button becomes a Copy button.

Click Copy. Move Online copies all batches that were scanned to local scan directory. Even if the batches are from different applications, Move Online moves them to their defined write paths. The status area of the Move Online dialog box indicates the status of the procedure.

Note: If you scan batches for more than one application to the same local write path, you cannot move only the batches for one application from that directory.

Caution: Enabling the Deleting files after move option causes the deletion of ALL files from the local scan directory, not just the files that were moved online during this session.

Command Line Options

Command line options (or "switches") can be used when executing Move Online to speed up the move online process. A switch is available for each configurable move online option.

Note: You can use the /? command line option to open command line help. To do this, use the following syntax in the Windows Run dialog box or from the Windows command line: **`"C:\Program Files\XtenderSolutions\Content Management\MVOnline.exe" /?`**

To run Move Online using command line options:

1. On all AppXtender workstations, make sure the batches that you intend to move are closed.
2. From the Windows Start menu, select Run. The Windows Run dialog box appears.
3. In the Open text box, enter the following syntax:

   `"C:\Program Files\XtenderSolutions\Content Management\MVOnline.exe" switches`

   where **`"C:\Program Files\XtenderSolutions\Content Management"`** is the directory to which AppXtender has been installed, and **`switches`** are a series of command line switches.
4. Click OK. A message appears indicating the results of the move.

Command Line Options with Arguments

Command line options (or "switches") with arguments are used to specify parameters that Move Online should use to conduct the movement. The following table lists the command line switches that require arguments and describes what each does:

Table 37. Command Line Switches With Arguments

Option	Description
/U User_Name	Specifies the AppXtender user name for login
/P Password	Specifies the AppXtender password for login
/T Path	Specifies the Local Scan Directory (location) for the locally scanned batches

Note: If you use the /T switch and specify an invalid Local Scan Directory path, an error message appears and the move online fails.

Command Line Options without Arguments

Command line options (or "switches") without parameters can also be used to configure your movement. The following table lists the command line switches that do not require parameters and describes what each does:

Table 38. Command Line Switches Without Arguments

Option	Description
/D	Delete local batches after move
/L	Uses the Local Write Path specified in the Paths Tab of the AppXtender or AppXtender Image Capture Configuration for the Local Scan Directory
/?	Displays Move Online Command Line Help

Note: If you use the /L switch and do not have a valid path specified in the Write Paths entry of the AppXtender or AppXtender Image Capture Configuration Paths tab, a message appears indicating that zero files have been moved and the move online fails.

Refer to the following example command line arguments:

```
"C:\Program Files\XtenderSolutions\Content Management\MVOnline.exe" /U
SYSOP /P PW1 /T "C:\SCAN\INVOICES" /D
```

In this example, the scanned invoices were placed in the directory \SCAN\INVOICES on the C:\ drive. The user name and password used to access AppXtender are SYSOP and PW1, as specified by the /U and /P switches. Addition of the /D switch indicates that the scanned invoices are deleted after they are moved online.

Glossary

accessible security

Accessible security grants access to the users in the group for only documents with index field values matching the secured value list. (See also Document Level Security.)

annotation

An annotation is a note or a shape added to a document page, typically to focus attention on a particular part of the page. Users can use annotations to comment on the contents of a page, block areas of the page from view, or highlight important information. When a user creates an annotation, it is associated with the AppXtender document page on which the user created it. Annotations are edited and stored separately from the image, but they are displayed along with the image in AppXtender. The types of annotations available include text, highlighting, lines, arrows, shapes, and rubber stamps.

annotation group

Annotation groups allow you to create associations between users, groups, and specific annotations. You can specify which users and groups can view or modify specific annotations, and which users and groups can hide or modify specific redactions.

application

An AppXtender application is an index-driven data storage structure where documents can be stored and retrieved. An AppXtender application is based on an index that is composed of one or many fields. AppXtender applications are created in the ApplicationXtender Application Generator module of AppXtender.

application security profile

Application security profiles, like global security profiles, allow you to grant a particular set of privileges to a user or group of users. You can define different privileges for a user or group of users in each application.

When a profile is application-specific, however, the privilege settings are not carried over to a new application when it is created. If a group of users has an application-specific profile for a certain application, but no global profile, then when a new application is created, the members of the group will not be able to access the new application. Application-specific security settings override global security settings.

audit trail

The Audit Trails feature allows you to track user activity within the AppXtender system. System-wide activities such as the creation, modification, and deletion of applications, users, and groups can be tracked. You can also track user activity in applications by tracking items such as the creation and deletion of documents, the addition of pages, and the modification of index information for documents. By default, AppXtender logs audit trail events to a

table in the AppXtender database. You can configure audit trails to log to this table, to a log file, or to both locations.

authentication

Authentication requires all users to enter a valid user name and password to access software modules. Authentication ensures that each user is who he or she claims to be.

authorization

Authorization is the granting of specific access privileges according to the user name. Security profiles contain information pertaining to a user's specific privileges within the AppXtender system.

auto index import

AppXtender Auto Index Import allows use of the <F7> key to import index values from a text file, so users adding documents can automatically populate indexes using the imported data. AppXtender Auto Index Import is ideal for the import of index records that are applicable to only one document. In an AppXtender Auto Index Import table, once a record (or a group of index valCes) has been used to index a document, the record is deleted.

check in/check out mode

When AppXtender is in check in/check out mode, use of revision control with AppXtender documents is mandatory. Users must check out a document in order to modify it. If they do not check the document out, it is opened in read-only mode and it cannot be modified.

COLD

COLD (computer output to laser disk) data is report data generated for existing applications. COLD data can be added to AppXtender as documents through the use of ColdXtender® (CX) or ApplicationXtender Reports Management (AppXtender Reports Mgmt).

collection

A collection is a K2 full-text database.

data source

A data source is the means by which ApplicationXtender accesses data from a database. When a data source is defined, an OLE DB data provider is configured to access the database. All these characteristics in combination – where the data is stored, the format of the data stored, and the data provider used to access the data – comprise the data source.

data source group

A data source group in AppXtender Admin associates a list of data sources with everything that has been configured in AppXtender Admin, such as ApplicationXtender Web Access settings and connections to License Server computers. This feature provides convenience in that the work of configuration does not have to be repeated every time you create a data source.

database

A database is a collection of data tables of a particular database format (such as Oracle or Microsoft SQL Server). ApplicationXtender uses databases to store application information. When an application is created, details such as the field definitions and security information

are stored in database tables. Once documents are added to an application, index information is stored in a table, as are the pointers to the location of the documents.

document

A document is a page or group of pages stored in an application and identified by index information. Each page of a document is comprised of a single object such as a scanned image file or a word processing document. To create a document, users add an object to an application and attach index information to it. Subsequent objects can be added as additional pages of the same document.

Document Level Security

Document Level Security (DLS) pinpoints user access within an AppXtender application. With DLS, you can deny a group of users access to any classified or sensitive document(s), without restricting access to other documents in the application. DLS can also be configured to grant a group of users access to only a specific set of documents in an application.

ERM

ERM (enterprise report management) data is report data generated for existing applications. ERM data can be added to AppXtender as documents through the use of ApplicationXtender Reports Management (AppXtender Reports Mgmt).

extended applications

Extended applications are AppXtender applications that can be called from within other software applications, adding document storage and processing functions.

full-text

Users can index documents for full-text searching by submitting them to the Index Server. With a full-text search, users can find documents even if they do not know any of the index values. Users can also use full-text searching to refine an index value search.

global security profile

Global security profiles can be established to automatically assign a uniform set of access privileges for a user or group of users every time a new application is created. When a global profile exists for a user or group of users, the privileges assigned in that profile are automatically assigned for every application created. If a user or group of users does not have a global profile, an application-specific profile must be created for that user or group before they can access an application.

grab bar

An AppXtender docked view has a grab bar. A grab bar is similar to a title bar except that it does not contain a title.

impersonation account

The Index Server impersonation account grants security privileges to Index Server and is essential for the Index Server to operate properly. Index Server uses the Index Server impersonation account to access remote and server resources, including AppXtender document paths, the XtenderSolutions License Server, the registry, and the image repository (in some cases, the DX Document Server).

import specification

A specification is a set of rules that ApplicationXtender follows when importing data from an import file using the AppXtender Auto Index Import, AppXtender Index Image Import, or AppXtender Key Reference Import.

inaccessible security

Inaccessible security denies access to the users in the group for documents with index field values matching the secured value list. (See also Document Level Security.)

index

An AppXtender index contains a group of fields where descriptive information pertaining to documents can be stored. This group of field definitions is used by AppXtender when storing index information within an application.

index image import

AppXtender Index Image Import allows you to import index data and document files in a single step. A text file is required which contains a line of text for each document to be imported, with a value for each index field and a reference to the location of the file to be imported. No manual document indexing is required.

Index Server

The AppXtender Index Server is an optional module that adds full-text indexing and OCR functionality to ApplicationXtender systems.

key reference import

AppXtender Key Reference Import allows use of the <Tab> key to import index values from a text file. AppXtender Key Reference Import is most effectively used in situations where each imported record may describe several documents. AppXtender Key Reference Import maintains the index records in the AppXtender Key Reference Import table even after records have been used to index documents. Any change made to a record in the AppXtender Key Reference Import table is reflected in the indexes of all documents described by that record.

node

A node is an element of a tree structure such as in AppXtender Admin, AppXtender AppGen, AppXtender, or AppXtender Reports Mgmt. A node can be expanded to reveal subnodes or can be collapsed.

OCR

Users can process bi-tonal images using optical character recognition (OCR). This process converts an image of text into text. After a user processes an image using OCR, it can then be submitted to the Index Server for full-text searching.

ODMA

Open Document Management API (ODMA) support allows users to work with AppXtender documents within other ODMA-compliant applications.

OLE DB

OLE DB is a programming interface for accessing data, and is a fundamental building block for storing and retrieving data using Microsoft's Data Access Components (MDAC). OLE DB

provides flexible data architecture that offers applications like AppXtender efficient access to databases. Data is accessed through OLE DB data providers.

page

The word “Page” typically implies a single entity. Since AppXtender supports multiple object types, the term “page” is redefined within AppXtender to mean a single object. A long word processing file is considered a page to AppXtender. A page could also be, for example, a single scanned image, a 30-minute video clip, or an audio recording. Each page of a document has the same index record attached.

privileges

Privileges govern the ability of a user or group of users to access functions in AppXtender.

redactions

A redaction is a filled and opaque annotation shape that can be used to secure or hide portions of image and text document pages. Users can apply redaction to all available annotations. When applied, the area of the page behind the redaction is not visible.

security

Security is the combination of authentication and authorization.

security mapping

When the AppXtender Migration is used to migrate documents and security information, the administrator has the option to map users and groups in the source database to users and groups in the destination database. Similarly, when the ApplicationXtender Media Distribution is used to extract AppXtender documents and security information before the creation of an ApplicationXtender Media Distribution CD-ROM, the administrator has the option to map users and groups in the source database to users and groups in the database on the CD-ROM (or in the database where the CD-ROM will be reintegrated).

security provider

Security providers implement authentication, which requires all users to enter a valid user name and password to access most modules. AppXtender Admin offers two pre-packaged security providers (CM and Windows) to ensure that each user is who the user claims to be. You can also create a directory service security provider, if necessary.

write paths

Write paths are used to instruct ApplicationXtender where to store documents, annotations, OCR output, and the ProIndex full-text database for a particular AppXtender application.

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